

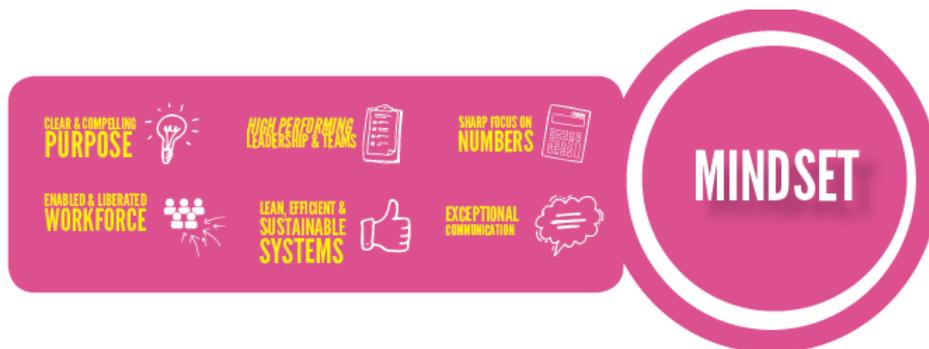
LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Construction	Post Number:	
Daily Supervision:	Director of International Operations	Grade:	Lecturer Scale 1 - 7
Department:	International	Last Updated:	May 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To develop, co-ordinate and deliver units of the 'Cost Engineering Programme' both in the UK (Lincoln College) and China (Sichuan College of Architectural Technology).

To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for accounting students in China. The teaching for this post is based in China, but may involve teaching at other centres.

As the teaching for this post is based in China, to meet current immigration requirements, the post holder must be under 60 years of age and hold no lower than a degree level qualification in the subject being taught.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for the co-ordination and development of the 'Cost Engineering Programme'.
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students in both China and the UK.
3. To carry out the role of the personal tutor as required.
4. To carry out and maintain records and documentation required by both organisations quality policies and systems.
5. To develop materials in line with relevant awarding body criteria to facilitate progression to further study.
6. To liaise with UK universities to develop progression routes for Chinese students.
7. To maintain professional standards and expertise by undertaking relevant professional development.
8. To maintain teaching and learning quality standards through peer review and lesson observation activity.
9. To conform and promote the Health and Safety requirements relevant to the role.
10. To contribute to the development of new programmes and work as a member of a flexible delivery team.
11. To liaise with the LSL, awarding bodies and external examiners/verifiers.
12. To co-ordinate timetabling of individual student programmes.
13. To participate in Chinese/Lincoln College meetings to further develop positive working relationships.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable.
15. To act as an ambassador for the standards of Lincoln College amongst the representatives of SCAT and their wider International partners.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 1 year of commencing employment	A / I
2	Degree or HNC qualification in Construction or Civil Engineering	A / I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner.	A / I / T
4	The ability to respond to the individual learning needs of customers.	A / I / T
5	The ability to support students undertaking training in China	A / I / T
6	The ability to prepare, develop and carry out teaching, learning and assessment in China.	A / I / T
7	The ability to maintain records and documentation to meet both awarding and international quality systems	A / I

	Experience	PSM
8	Recent industrial experience in Construction or Civil Engineering	A / I
8	Experience of preparation, delivery and assessment of Construction or Civil Engineering qualifications at level 4.	A / I
10	Experience of delivery of training overseas	A / I

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development.	A / I
12	Experience or willingness to work outside the UK	A / I

	Skills/Abilities - Other	PSM
13	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint	A / I / T
14	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A / I
15	Ability to travel and work in China	A / I

Prepared By:	Rick Long
Date:	May 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

