

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

**Closing date for receipt of applications:** Monday 1 June 2026 at 12 noon

## South West Durham Training

### 1.0 Lecturer Coordinator in Fabrication and Welding

37 hours per week, permanent position to commence as soon as possible

**Post No.:** RS25/26/213

**Salary:** harmonised pay scale 23-35 (£28,571.40 - £27,659.47 per annum)

**Responsible to:** Executive Director

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** The effective and efficient teaching and coordination of courses within the relevant curriculum area.

**Objective of the job:** As above

Candidates for the post of **1.0 Lecturer Coordinator in Fabrication and Welding**, must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	<p>Certificate in Education (or be willing to work towards within 2 years)</p> <p>Equivalent Level 3 Training or appropriate Vocational Qualification such as a Time Served Apprenticeship in relevant vocational area.</p> <p>Level TAQA or equivalent Assessor qualification (or willing to work towards within 1 year)</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy</p> <p>Level 2 in Numeracy</p>	<p>IT qualification</p> <p>Level 2 Equality &amp; Diversity</p> <p>Level 4 Internal Quality Assurance/Internal Verification</p> <p>Health &amp; Safety Training e.g. IOSH 'managing safely'</p>	<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<p>Relevant vocational and industrial experience</p>	<p>Supervising and managing the learning of adults and young people.</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	Essential	Desirable	Where identified
	<p>Experience of instructional training and assessment and of people of all ages.</p> <p>Competence and experience of Fabrication/Welding and Metalsmith functions and roles.</p>	<p>Demonstrating experience of designing and delivering innovative and creative training including training material.</p>	
<b>Knowledge and skills</b>	<p>Ability to deliver Information, Advice and Guidance.</p> <p>Excellent communication and presentation skills</p> <p>Knowledge of instructional, teaching and training techniques</p> <p>Ability to plan, organise and manage a range of projects</p> <p>Knowledge of industrial/commercial processes and procedures</p> <p>Awareness of risks and hazards associated with maintenance processes and familiarity with risk assessment.</p> <p>Willingness to undertake further learning and development.</p>		<p>Interview</p> <p>References</p>
<b>Personal qualities, attitude and behaviours</b>	<p>Ability to motivate people of all ages</p> <p>Self-management abilities</p> <p>Ability to engage positively with people of all ages</p> <p>A flexible pro-active approach to work</p>		<p>Interview</p>

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

#### **Our cultural behaviours**

*Constantly strive to improve...yourself, others and the group*

*Group over self...do what's right for the group*

*Pick up the litter...never be too big or too busy to do the things that need to be done*

*Communicate with kindness and clarity...be positive and constructive*

*The difference is in the detail...focus on the inputs and the outputs will look after themselves*

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

### 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

### 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

### 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) To ensure all learners maximise their potential and achieve their learning targets
- b) To teach, train and access learners of ages in the classroom and workshop. This includes delivery of relevant occupational area, equality and diversity, health and safety and safeguarding.
- c) To make appropriate arrangements for the monitoring, reviewing and evaluation of training in centre to achieve planned outcomes and to take the appropriate action where necessary.
- d) To regularly update eTrackr and Smart Assessor with targets and progress reviews as directed by Executive Director.
- e) To assist when required in the selection and recruitment procedures to ensure that the centre is able to recruit the necessary learners in the correct locations to fulfil its contractual commitments.
- f) To ensure that learners receive a full induction and it is recorded in centre.
- g) To plan, develop and maintain schemes of work and session plans and course materials to ensure compliance with all contractual requirements and make available in the relevant area of staff shared drive and/or Moodle.
- h) To liaise and visit apprenticeship employers to develop effective working relationships as necessary
- i) To ensure the safe learner principles are met, month health and safety compliance in company or in centre and record at learner progress review.
- j) To meet the awarding organisation requirements for assessment and internal verification.
- k) To ensure timely completion of all the qualification related documentation for learners and the awarding organisation.
- l) To liaise closely with maths and English delivery staff to ensure learners identified with additional needs are supported
- m) To ensure all learners achieve their planned programme within their allocated timescale
- n) To promote all activities provided by South West Durham Training
- o) To be responsible for the effective management of groups of learners
- p) To support external events such as career days and school activities
- q) Take part in CPD as requested to meet contractual requirements
- r) Any other duties as may be required from time to time by management

**General**

- s) To comply with the policy on Health and Safety
- t) To comply with the policy on Equality & Diversity
- u) To comply with the policy on Quality
- v) To maintain and update occupational skills and knowledge through the CPD programme.

**Section C • General**

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: April 2026**