



## Electrical Installation Course leader

### **JOB SPECIFICATION**

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| <b>Salary:</b>        | £39,302 - £45,250 per annum<br>*Plus 28.7% Employer pension Contribution |
| <b>Working Hours:</b> | Full time, 37 hours per week, and permanent                              |
| <b>Area:</b>          | Construction & Civil Engineering   |
| <b>Reporting to:</b>  | Deputy Head – Construction & Civil Engineering                           |
| <b>Location:</b>      | Bridgwater College   |
| <b>Closing date:</b>  | 12 midnight, Wednesday 7 January 2026                                    |

### **Job Purpose**

#### **Electrical Installation**

This is an exciting opportunity to join our Electrical installation Teaching team at our Bridgwater College.

Are you an experienced Electrical Installation teacher/trainer who is looking to join an outstanding organisation? Or maybe you are an experienced Electrician who is looking for a new and exciting career, then this role could be for you.

In this role, you will influence the lives of our students across a range of Electrical Installation programmes, including Adults, Apprentices and study programme learners. This role focusses upon training Electrical students in our well-equipped practical workshops and classrooms whilst preparing them for final assessments to become Electricians.

As a Course Leader, you will have responsibility for a dedicated group of students and via your leadership; will shape their educational journey, equipping them with the skills and knowledge to succeed in a thriving industry.

UCS College Group offer a range of fantastic employee benefits including:

- Generous 28.7% pension scheme (*paid on top of your salary*)

- Free Teacher Training
- Competitive holiday entitlement (*inc 5-week summer break*)
- Dedicated training and development programmes
- All PPE and workwear supplied
- 2 wellbeing days
- 2-week Christmas closure
- On-site discounted gym
- Discounted Golf membership
- UCS Extra discount package, this includes top retailers, supermarkets, holidays, entertainment packages and much more!

UCS College Group is committed to equality, diversity and inclusion and welcomes applicants from all backgrounds and communities. We are also a disability confident employer and we'll do all we can to help with your application. Please let us know if you need to request reasonable adjustments. We encourage everyone to apply who wishes to and we believe that everyone should have an equal opportunity.

**To have an informal discussion about this exciting role, please contact Graham Hawkins Deputy Head of Construction email- [hawkinsg@btc.ac.uk](mailto:hawkinsg@btc.ac.uk)**

| <b>Job Responsibilities</b>  |
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| <b>Teaching Learning and Assessment</b>  |
| Plan, prepare and teach highly effective lessons; share teaching, learning and assessment (TLA) good practice and celebrate learners' and others' successes                                      |
| Ensure opportunities are created and realised for learners to be able to continuously develop their skills towards progression   |
| Work to ensure high levels of student attendance in all sessions and prompt completion of registers  |
| Prepare and effectively use schemes of work and lesson plans in line with the College Group's processes  |
| Use and apply modern technology in TLA to enhance the learning experience and support progress for learners e.g. ILT, VLE, specialist software/resources, working to the College's VLE standards |
| Ensure cohesive assessment plans are in place for all learners across your allocated courses/programmes/subjects to ensure effective learner progress  |
| Structure learning around formal grading criteria and provide timely feedback to students to support progress  |
| Mark and assess course work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and College processes                    |
| Monitor tracking of individual learner progress across courses/programmes/subjects and ensure action is taken to improve progress where possible   |
| <b>Course Leadership</b>   |
| Lead on developing and enhancing TLA for your allocated courses/programmes/subjects in line with the College TLA Strategy  |

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| Ensure learners for your allocated courses/programmes/subjects are enrolled on the correct course and registered on the correct qualification aims   |
| Ensure all Assessment Boards are effectively planned for and all learner qualifications for your allocated courses/programmes/subjects qualifications are claimed on successful completion |
| Ensure schemes of work for allocated courses/programmes/subjects are appropriate and work with your Deputy Head of Department to ensure these are used effectively                         |
| Plan, organise and participate in work readiness activities with learners to support their development and progression   |
| Ensure all elements of the learner's course/programme are included in their timetables   |
| Write course information sheets and provide course/subject information as needed. Support marketing activities and actively engage in recruitment of learners.                             |
| Work with the team to cover lessons in line with College expectations  |
| <b>Tutoring</b>  |
| Work as a personal tutor, co-ordinated by Department, and engage with student services as required   |
| Use the College Group's disciplinary process and awarding body requirements as a positive way to support student success   |
| Complete one to one tutorials with learners and record progress and outcomes on the ILP  |
| Ensure the effective use of systems to plan and support individual learner progress across allocated courses/programmes/subjects   |
| Ensure emotional, social and employability skills are supported alongside learners' studies  |
| Participate in learner interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment and induction activities   |

### **Qualifications/Skills/Knowledge/Qualities**

The success of UCS College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College Group and working collaboratively. The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

- ✓ Passionate and excited about learning
- ✓ Inclusive and supportive
- ✓ Responsive to student, employer and community needs
- ✓ Always aspiring to the highest standards
- ✓ Professional and enterprising
- ✓ Innovative and creative
- ✓ Friendly and welcoming

Candidates should clearly identify in their application the specific subject areas in which they feel they have expertise / experience from the above and in any additional subjects

| Essential Criteria   | How Measured                                    |
|--|---|
| Hold a minimum of a Level 3 NVQ in Electrical Technical or equivalent, such as time served Apprentice and/or Gold card holder.               | Qualification certificates / Personal Statement |
| Have domestic and/or commercial Electrical installation experience   | Employment history / Personal statement         |
| Have an understanding of the needs of Electrical learners and how these may be met   | Personal Statement                              |
| Keen to be part of a high performing team and work collaboratively   | Personal Statement                              |
| Have reasonable IT skills  | Personal Statement                              |
| Experience and awareness of health and safety  | Personal Statement                              |
| Desirable Criteria   | How Measured                                    |
| Have experience of working with young people and adults, such as work based mentoring, sports coaching, or member of community organisations | Employment history / Personal statement         |
| Hold a teaching qualification or willing to work towards ( <b><i>All teacher training cost are free for the right candidate</i></b> )        | Qualification certificates / Personal Statement |
| Hold an Assessor's award or willing to work towards  | Qualification certificates / Personal Statement |
| Experience in monitoring and /or course leading learner groups   | Employment history / Personal statement         |

## Application Forms

Fully completed application forms should be submitted online by 12 midnight, **Wednesday 7 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

## Interviews

Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend an assessment process. The following activities are scheduled to take place:

- Microteach

- Informal Interviews

Candidates will be informed of the outcome at the end of the formal interview process.

## **CONDITIONS OF EMPLOYMENT**

### **Teaching Hours**

This is a teaching post, and the total teaching hours will be 828 hours per year (based on a notional 23 hours per week x 36 teaching weeks). There will be 36 hours of remission per year, thereby making the actual total teaching hours for the 15/16 academic year 792 hours. Depending on the programme(s) taught on, the number of teaching weeks may be higher or lower.

### **Working Hours**

Normal working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday but some flexibility may be required to meet the needs of the business. This is an all year round post. Teaching may be scheduled to take place on up to 2 evenings per week.

### **Working Year**

The working year of a Lecturer normally consists of 215 days of which 200 are on site, the difference being set aside for personal development. Of the 200 days on site, 180 days will be teaching, with the remaining 20 days being available for administration and staff and curriculum development.

### **Christmas Closure**

It has been custom and practice for the College Group to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College Group's terms/curriculum programmes.

### **Pre-employment Checks**

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

### **Benefits**

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

### **Financial**

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- UCS Extra – our own retail and leisure discount scheme
- NUS Totum Discount Card

### **Family and Personal**

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure.
  - Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater Campus, offering a 5% staff discount on childcare fees.

### **Recognition**

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

### **Health and Wellbeing**

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- In-house counselling service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

### **Leisure and Pleasure**

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

### **Equality & Diversity**

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College Group to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)