

# Job Specification

## Mechanical Engineering Lecturer Engineering

<b>Responsible to:</b>	Curriculum Manager MVES
<b>Responsible for:</b>	N/A
<b>Grade of post:</b>	Grade 6 (SP 23) to Grade 9 (SP 37)
<b>Hours of work:</b>	37 hours per week
<b>Work location:</b>	Tamworth & Cannock
<b>Code:</b>	HR2122-055A

### Job Purpose:

- To deliver excellent learning experiences and opportunities for our students over a range of programs on our premises or as requested by an Employer.
- To lead on the recruitment, retention and achievement of students and contribute towards the pastoral care of students.
- To contribute to the added value via enrichment activities.

### Key Duties & Responsibilities

- 1 To be prepared for every lesson and ensure planning is visible in every lesson
- 2 To provide good quality learning resources to meet individual needs, ensure they are available in class and on the College VLE.
- 3 To enforce the student code of conduct, set expectations and challenge appropriately.
- 4 To be respectful to all learners and staff taking into account the awareness of protected characteristics.
- 5 To support students in developing their personal, social and employability skills, where appropriate.
- 6 To use ProMonitor/Markbook to set and monitor targets and record assessment for all learners.

### Other Duties and Responsibilities

- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
- To carry out any other duties as directed by your Line Manager.
- To ensure that the register is accurately marked during each taught session.
- To ensure that a fully completed scheme of work is in place prior to the start of the course and is available on the College VLE.
- To ensure that a full lesson plan is available when required for lesson observations
- To ensure that you start each class on time.
- To inform the Head of School/Curriculum Manager if students are released from class for independent study and ensure that the guided learning outside the classroom is structured and meaningful.

- To support students to develop their literacy, numeracy, language and ICT skills where appropriate.
- To ensure that opportunities to highlight equality, diversity and personal safety are encouraged in class.
- To work within the Lesson Observation scheme and aim to deliver good or better teaching at all times.
- To set work regularly and mark all assessments in a timely manner to ensure that students receive feedback as soon as possible.
- To give all learners oral and written feedback they can understand that will develop their skills and performance.
- To complete administrative and assessment tasks in the prescribed timescale and with integrity.
- To report safeguarding incidents to the designated lead or school safeguarding champion as appropriate.
- To take part in Open Day marketing and recruitment activities.
- To develop the curriculum plan for the School or Faculty
- To fully participate in College's Performance Management Scheme.
- To undertake Professional Development as and when required.
- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- To take on responsibility for personal and /or programme tutorship as appropriate.
- To take on responsibility for internal verification as required.

## Safeguarding

**The College considers that the job holder for this role should have an DBS Enhanced disclosure.**

### Duties and responsibilities of the role:

Communication – Oral and written	Excellent and effective communication skills are required in order to successfully drive curriculum goals.
Teamwork & Motivation – internal or external, can be fixed, matrix, project groups	<ul style="list-style-type: none"> <li>• Working within the team and having the ability to work on projects and plan curriculum in year and for subsequent years.</li> </ul>
Liaison & Networking – Liaison is making and maintaining individual work-related contacts; network is interconnecting group of people (internal and/or external)	<ul style="list-style-type: none"> <li>• Networking with essential partners, employers, key stakeholder and parents in order to grow curriculum and ensure all learners reach their potential.</li> </ul>
Service Delivery – customer is anyone receiving services	<ul style="list-style-type: none"> <li>• Ensure that service level agreements with key stakeholders and partners are scrutinised and key dates met.</li> </ul>
Decision Making – relates to finance, physical resources, students, staff, and policy	<ul style="list-style-type: none"> <li>• Ensure that the colleges best needs are met when purchasing equipment and services and that the correct process is followed.</li> </ul>
Planning & Organising – financial, capital and people	<ul style="list-style-type: none"> <li>• Taking part, with guidance from curriculum manager and Director of Faculty, in capital bid</li> </ul>

	processes, bids and planning equipment needs for new curriculum.
Initiative & Problem Solving – identifying actual/potential problems, considering/devising solutions, implementing. Consider acting within given boundaries.	<ul style="list-style-type: none"> <li>• Be able to identify problems and provide solutions, particularly where student success is affected.</li> </ul>
Investigation & Analysis – includes research	<ul style="list-style-type: none"> <li>• Investigate different curriculum models and delivery methods and use to adapt and improve curriculum</li> </ul>
Sensory & Physical Demands – uses senses singly or in combination and use of physical skills/ effort	<ul style="list-style-type: none"> <li>• Ensure that work environments are fit for purpose, welcoming and encourage learners to develop their skills and reach their potential</li> </ul>
Work Environment – conditions under which they work. Risk/H&S	<ul style="list-style-type: none"> <li>• Ensure that all work areas are compliant with health and safety rules. To ensure the safety of learners at all time and ensure that all your learners use safety equipment and Personal Protective Equipment (PPE) provided for specific tasks or working area.</li> </ul>
Pastoral Care & Welfare – physical, mental health & wellbeing	<ul style="list-style-type: none"> <li>• To support students in developing their personal, social and employability skills, where appropriate.</li> </ul>
Team Development – coaching, development of team (not others)	<ul style="list-style-type: none"> <li>• To work as an active part of a team(s) ensuring quality is maintained through engaging with the programme review process.</li> </ul>
Teaching & Learning - Support all types of teaching and learning support outside of immediate work team	<ul style="list-style-type: none"> <li>• To keep up to date with subject specialisms, awarding body requirements and act upon changes with support from the College.</li> <li>• To provide appropriate subject specific/academic support and refer students to other specialist support/guidance where a need is identified.</li> </ul>
Knowledge & Experience – knowledge acquired through education/ qualifications and experience	<ul style="list-style-type: none"> <li>• To keep industrial skills up to date and ensure that teaching and learning strategies follow all current Ofsted guidance.</li> </ul>

## PERSON SPECIFICATION

<b>Education/Qualifications</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• Hold English and Maths GCSE Grade C qualification/hold Level 2 English and Maths or equivalent or prepared to work towards it following successfully achieving 80% or more in the diagnostic assessment and then achieving it in the probationary period</li> <li>• Level 4 and above engineering qualification</li> </ul>	 ✓  ✓		
<i>Desirable:</i>			
<ul style="list-style-type: none"> <li>• Teaching Qualification i.e. DTLLS, Cert Ed., or PGCE or currently working towards.</li> <li>• IQA qualification</li> </ul>	 ✓  ✓		
<b>Experience and Technical Skills</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• Industrial experience</li> <li>• Experience, subject specialism and relevant qualifications in the subject/vocational area</li> </ul>	 ✓ ✓		
<i>Desirable:</i>			
<ul style="list-style-type: none"> <li>• Suitable experience and/or the capacity to design and deliver teaching and learning or training</li> <li>• Delivery of embedding English &amp; Maths skills, equality &amp; diversity alongside the main programme</li> <li>• Experience of delivering to Awarding Body standards including marking and assessment work</li> </ul>	   ✓	 ✓	  ✓
<b>Personal/Behavioral Attributes</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• The ability to deliver excellence in teaching, learning and tutoring</li> <li>• Awareness and understanding of service user's confidentiality</li> <li>• The ability to recognize discrimination and to demonstrate an awareness of equality and diversity</li> <li>• Excellent standard of written/verbal communication skills in order to provide appropriate feedback and fulfil the requirement of marking</li> <li>• The ability to increase recruitment, retention and achievement whilst maintaining quality standards</li> <li>• To ensure that the College's monitoring systems are fully used</li> <li>• IT skills in Word/Excel/Powerpoint</li> <li>• Able to manage classroom activity to ensure learning is maximise</li> </ul>		 ✓ ✓  ✓  ✓ ✓	 ✓     ✓ ✓
<b>Other Requirements</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• Clean enhanced DBS record.</li> <li>• Safety Critical Role</li> <li>• Able to travel between sites timely</li> </ul>			

S/L = Short Listing      I= Interview      A=Assessment