



JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Lecturer in Mechanical Engineering (Full Time – Permanent)
RESPONSIBLE TO:	Curriculum Manager for Engineering
GRADE:	Teaching and Training
SALARY:	From £21,612 up to £38,747 (Inclusive of London Weighting)
CLOSING DATE:	Wednesday 21 st June 2017 (Midnight)

B. PURPOSE OF THE JOB

- To teach on level 2, 3, 4, Access and Foundation Year Engineering courses, leadership and programme management of these courses when needed and acting as a course tutor and course manager as required by the Curriculum Manager for Engineering

C. MAIN DUTIES AND RESPONSIBILITIES

In addition to the duties laid down by City and Islington College conditions of service, the post holder will:

1. Teach and assess Engineering and Mathematics related subjects including practical lesson in the workshop up to Level 4 on BTEC L2/L3/L4 Engineering courses
2. Act as a course tutor and course manager for the Engineering courses as required
3. Support students effectively in all aspects of their learning as a subject teacher and course tutor
4. Teach Mathematics, Science, or other courses on the Foundation Year in Engineering program (in partnership with City University) if needed
5. Facilitate internal moderation and quality assurance processes
6. Liaise effectively with Employers, Universities, Awarding bodies and their representatives
7. Produce high quality course documentation and maintain an accurate student records including the attendance registers
8. Produce high quality assessment materials that comply with National Standards
9. React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- All lecturers/teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups

Basic Skills and Learning Support (For all teaching and lecturing posts)

- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.
- **Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of the College's **Teaching Standards** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

1. Honours Degree in Mechanical or other related Engineering disciplines
2. Preferably hold a Teaching qualification or a willingness to work towards one

3. Preferably have experience of teaching practical mechanical engineering lessons

Knowledge and Understanding

4. Understand how to support students effectively in all aspects of their learning as a subject teacher
5. Understand how to support students effectively as a course tutor
6. An understanding of, and commitment to, the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work
7. Understand the requirements of course syllabus / course specifications and quality assurance processes

Skills and Abilities

8. Ability to teach Engineering and Mathematics (practical and theoretical) related subjects effectively up to level 4
9. Ability to act as a course tutor to one or more groups and to lead a course team as the course manager
10. Be able to liaise effectively with Employers, Universities, Awarding bodies and their representatives
11. Ability to produce high quality course documentation and to maintain student records
12. Ability to produce high quality assessment materials that comply with National Standards and quality assurance procedures of the College and awarding bodies
13. Ability to react positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses
14. Be able to support students in all aspects of their learning as a course tutor and subject teacher

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure