

Job Description: Lecturer A - Engineering

Title:	Lecturer / Technician (Lecturer A)
Grade:	Lecturer A
Activity:	Regulated
Contact Hours:	Annual maximum: 180-360
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
2. To maintain, coordinate and provide full technical support within the Faculty

1. Teaching, Learning and Assessment

- 1.1 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.2 Prepare schemes of work, lesson assessment & IV plans.
- 1.3 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.4 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.5 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.7 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.8 Participate in appropriate quality assurance procedures.
- 1.9 Maintain accurate and detailed student records.
- 1.10 Set and monitor Personal Targets and ILPs according to Faculty and College Policy.
- 1.11 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Provide Technical Support to Learners and Staff

- 2.1 To coordinate the use of specialist associated equipment and facilities.
- 2.2 To support staff with responsibility for curriculum related to the specialist area.
- 2.3 To support pre-production and post-production work related to the curriculum area.
- 2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your specialist area.
- 2.5 Maintain specialist environments in a safe and tidy condition.
- 2.6 To provide Health and Safety talks and training to staff and learners as required.
- 2.7 To clean and maintain the equipment in your specialist area.
- 2.8 To prepare materials and equipment for use in the curriculum area.
- 2.9 Maintain inventories of equipment and supplies, including a yearly stock check.
- 2.10 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching.
- 2.11 Sales of materials and handling of cash within college procedures.
- 2.12 Overseeing the loan of equipment through subject lecturers.
- 2.13 Assist staff and students in the preparation and hanging of faculty exhibitions, shows and events.

3. Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.



Person Specification

Lecturer A - Engineering

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent experience working within the Engineering manufacturing Industry	✓	✓
	Working effectively within a team	✓	✓
	Using own initiative	✓	✓
	Teaching or training young people and adults	✓	✓
	Desirable:		
	Knowledge of Health and Safety and Risk Assessments	✓	✓
	Experience of working with young people	✓	
	Experience of teaching Engineering / Automotive at a post compulsory level	✓	
Skills and Abilities	Essential:		
	Excellent, up-to-date knowledge of industry	✓	✓
	Ability to plan and deliver high quality lessons	✓	✓
	Ability to supervise and demonstrate tasks confidently to lecturers and learners	✓	✓
	Excellent organisational and administrative skills	✓	✓
	Excellent communication skills		✓
	Good time management skills with the ability to work under pressure.		✓
	Ability to work independently using own initiative		✓
	IT Literate – competent user of databases, Microsoft office (Word, Excel, Access and Power point)	✓	✓
	Driving Licence held for 2 years with no more than 6 points.	✓	

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	Recognised vocational qualification at level 3 or above in Engineering machining or Engineering manufacturing	✓	
	Willingness to complete Cert Ed within 3 academic years of joining the College.	✓	
	GCSE English & Maths at C grade or above (or equivalent)	✓	
	Desirable		
	Teaching qualification (DTLLS / Cert Ed / PGCE)	✓	
	Specialist Engineering / Automotive qualification	✓	
	TAQA (or A1 and V1 qualifications)	✓	
	Health and Safety qualification	✓	
Personal Qualities	Essential:		
	Enthusiasm and drive for subjects taught	✓	✓
	Willing to problem solve and search for effective solutions	✓	✓
	Willing to share good practice	✓	
	Desirable:		
	Links to industrial market leaders in manufacturing	✓	✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	Commitment to equal opportunities		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

