

#### JOB DESCRIPTION

**Job Title: Lecturer in Motor Vehicle**

**Directorate: Teaching and Learning**

**Faculty: Engineering & ~Motor Vehicle**

# Reporting To: Head of Department

**Date JD produced/revised: May 2018**

**Post Reference number: SMT 1718560**

**The primary purpose of this job role is to;**

Provide high quality teaching and learning in addition to undertaking associated tutorial duties. It is expected that the post holder will contribute to course design, development of programmes, and the expansion of the area generally.

**The primary duties, tasks and responsibilities of this job role are to;**

1. **Deliver high quality teaching and learning to a timetable that may include evening, Saturday and summer periods**
   1. Deliver inspirational teaching and access to learning across a range of programmes, and to learners with a range of ages and abilities.
   2. Provide teaching and assessment opportunities in line with the relevant awarding body requirements to promote access to achievement.
   3. Develop and maintain teaching materials including handouts, assignments, booklists, assessment papers and electronic resources.
   4. Prepare Schemes of Work and Schemes of Assessment.
   5. Undertake the necessary administrative tasks required for the effective operation of programmes in the area.
   6. Carry out moderation/assessment and verification.
   7. Work with colleagues to integrate Functional Skills into the vocational curriculum.
2. **Undertake tutorial responsibilities**
   1. Act as a course tutor with responsibility for supporting learners in achieving their targets.
   2. Track and review student progress and maintain student records.
   3. Provide feedback on progress to the students, parents/guardians, and employers.
   4. Arrange and support the work placement programme.
3. **Assist in the recruitment and admission of new students**
   1. Assist in recruitment and admission of new students.
   2. Attend both internal and external promotional events to publicise College and Faculty activities as directed by the Head of Faculty.
   3. Contribute to the compilation of publicity materials.
4. **Team administration, liaison and development**
   1. Communicate effectively with other team members.
   2. Participate in course team reviews and evaluation.
   3. Respond to curriculum development and new course initiatives originating from within the Faculty/College.
   4. Advise on resource requirements for effective implementation of programmes.
   5. Liaise with Awarding Body representatives e.g. External Verifiers/ Moderators.
5. **Professional development and industrial links**
   1. Develop industrial links with other professionals within the industry
   2. Maintain personal research or professional practice in own specialist area for own personal professional development.
   3. Familiarise yourself with and adhere to CRC college procedures
6. Undertake health and safety duties and responsibilities as appropriate to the post.
7. Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Head of Faculty.
8. Actively advance equality of opportunity and foster good relations within the College community.
9. Adhere to College equal opportunities policies, procedures and practices.

**The resource management responsibilities of this role are;**

Financial: }

People Management: } not applicable for this post

Other: }

**Special conditions or working arrangements applicable to this role are;**

This post is defined as regulated activity. The post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | Lecturer |
| **Salary: (to be pro rated if part-time)** | £24,050 to £34,184 per annum dependant on qualifications and experience |
| **Superannuation Scheme:** | Teachers Pension Scheme |
| **Number of hours to be worked per week** | 37 (pro rata if part time) |
| **Full year or term time only contract** | Full year |
| **Contract type** | Permanent |
| **Annual Leave Entitlement** | 42 days per annum (pro rata if part time) |

###### Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work

**EMPLOYEE PROFILE**

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| ATTRIBUTES | **ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE** | **ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE** | **ASSESSMENT METHOD**  **e.g., application form, interview, tests** |
| **Qualifications** | A minimum of a level 3 vocational qualification in Motor vehicle service and repair  GCSE grade C or equivalent in English and maths | Certificate in Education/PGCE/ DTLLS  Assessor qualifications A1 or equivalent  Internal Verification qualification V1 or equivalent | Application form  Certificates |
| **Related**  **Experience** | Substantial, recent and relevant industrial experience  Recent Lecturing, instructing or training experience |  | Application form  Interview |
| **Special**  **Circumstances** | Evenings and Weekend work may be required  Must be able to travel independently to other centres operated or staffed by the College |  | Interview |
| **Knowledge, skills and abilities** | Current Health & safety knowledge for the industry  Knowledge of the current qualifications  Good interpersonal & communication skills  Good organisational skills able to meet deadlines  Ability to motivate people of all ages and abilities  Ability to cultivate good working relationships with colleagues and work as part of a team  High levels of I.T. skills with the ability to create teaching resources |  | Application form  Interview  References  Presentation |
| **Disposition and approach** | Flexible, responsive and able to deal with change  Able to effectively deal with negative and challenging behaviours displayed by others  Enthusiastic & positive ‘can do’ approach  Maintains a professional personal appearance and outlook  To promote and safeguard the welfare of children and vulnerable adults  Commitment to equality & diversity |  | Interview  References |