

## Loughborough College Job Description

### 1. Job Details

Job Title: Lecturer in Engineering HE (Mechanical)  
 Competency Level: Teaching 2  
 Reporting To: Curriculum Manager  
 Department: Higher Education  
 Annual Salary (FTE): £24,512-£30,632 per annum (Plus discretionary £3,000 STEM)  
 Date: May 2018

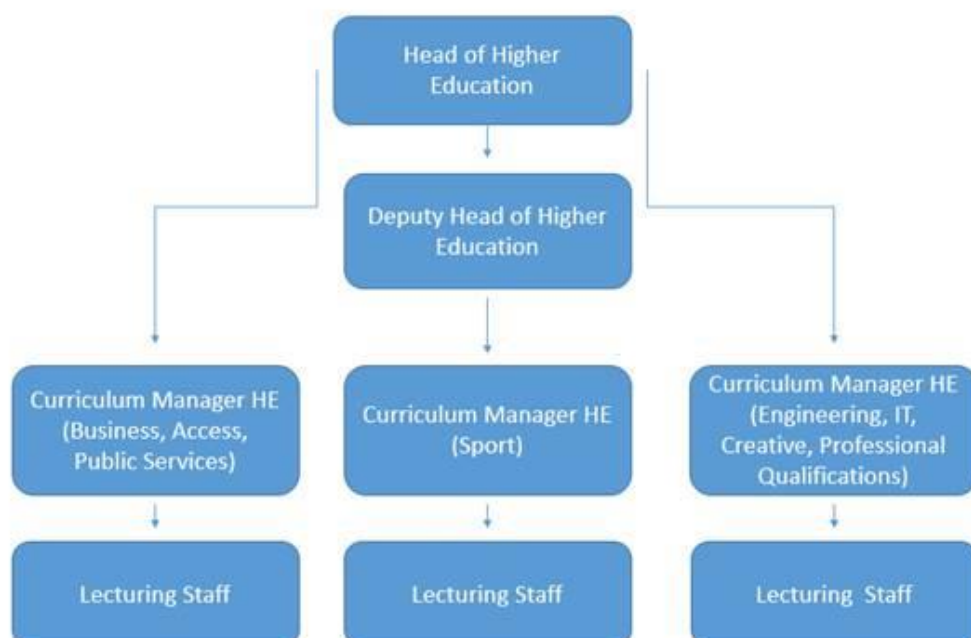
### 2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Key Responsibilities

- To deliver high quality and challenging learning experiences at Higher Education levels 4, 5 and 6 on HNC, HND, Foundation Degree and Bachelor's programmes in Mechanical, Electrical/Electronic, manufacturing and /or Operations Engineering.
- To lead and devise appropriate assessments and assessment strategies and feedback to learners through a variety of formative and summative assessment methods.
- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum.
- To play a key role in quality assurance and quality improvement, for example lead IV role.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

## 6. Key Result Areas

Action	Result
Lead on curriculum development	Resourced programmes of study
Lead on the planning, preparation, delivery, and assessment of effective learning programmes	To ensure learners achieve
Create and apply effective differentiation and stretch and challenge techniques	To ensure all learners achieve to the best of their ability
Monitor progress in lessons and disseminate learner progress with key staff	To ensure learners are on track to achieve their target grades
Lead on development of assessments/assessment strategies and give high quality feedback	To ensure learners can meet their targets and progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in and deliver staff development opportunities	To ensure teaching and learning is up to date and maintained to the highest standards
To play a key role in quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met
Participate in department activities and meetings	Increased recruitment, broader knowledge of department

## 7. Key Working Relationships and Communications

**Internal:** Head, Curriculum Manager, Programme Area Lead, Curriculum Staff, Administration Staff, and Support Services Staff

**External:** Parents and other stakeholders

## 8. Scope for Impact

*Not applicable*

## 9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in relevant subject area (i.e. Engineering design, Mechanical Engineering or a related area)	•		Application/ Certificates
2.	Possess a teaching qualification (PGCE, DTLLS or equivalent) or be willing to work towards	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of designing and delivering vocational/ academic programmes to students		•	Application/ Interview
5.	Experience of teaching within a HE context		•	Application/ Interview
6.	Experience in a relevant vocational industry setting or academic background	•		Application/ Interview
7.	Experience of supporting and managing diverse groups of students	•		Application/ Interview
8.	Proven experience of motivating people to achieve excellent results	•		Application/ Interview
9.	Experience contextualising and embedding learning to meet specific learning needs	•		Application/ Interview
10.	Evidence of effective use of ICT/ILT in all aspects of work	•		Application/ Interview
11.	Experience of collaborating with colleagues from other subject areas	•		Interview
SKILLS & KNOWLEDGE				
12.	Key areas of expertise required (two or more of the following): <ul style="list-style-type: none"> <li>• Engineering design or science</li> <li>• CAD (SolidWorks)</li> <li>• Mechanical Engineering</li> <li>• Further Maths</li> </ul>	•		Application/ Interview
13.	Excellent teaching and learning skills	•		
14.	Experience of active learning and assessment methods	•		Interview
15.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
16.	Work flexibly and to deadlines	•		Interview
17.	Excellent planning, administration and organisational skills	•		Interview

18.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
19.	Work autonomously and as a part of a cross-curricular team	•		Interview
20.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
<b>BEHAVIOURS</b>				
21.	Work effectively with colleagues as part of team	•		Interview
22.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
23.	Comply with professional standards at work	•		Interview
24.	Promote the College's equal opportunities policy and practices	•		Interview
25.	Ensure the safeguarding of students	•		Interview

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2018 and may be amended in light of changing circumstances following discussion with the post holder.

## 10. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	