



JOB DESCRIPTION

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| POST: | Lecturer in Engineering (Fabrication and Welding) |
| SCHOOL: | Engineering |
| HOURLY RATE: | £23.93 |
| HOURS: | Sessional |
| REPORTS TO: | Head of Department |
| CAMPUS: | Langley |
| JOB PURPOSE: | To deliver and assess modules on Engineering. To ensure high quality student learning through the most effective, efficient and economic use of the College's resources. |

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To teach and complete summative and formative assessment at FE levels 1-3 to 14-16, 16-19 and Adults paying due regard to student progression towards successful completion.
2. Teach groups of students in both practical skills and classroom situations
3. To set and maintain high levels of best industry practice
4. Ensure that good housekeeping standards are set and met, machinery, tool and equipment stores are secure, well stocked and easily accessed by fellow staff
5. Implement assessment procedures in accordance with College policies and the requirements of awarding bodies and prepare and participate in internal and external verification and moderation procedures including attendance at associated meetings.
6. Regular assessment of student progress and preparation of appropriate progress reports. This will also include the development of assessment strategies to meet the learning objectives (as set out in Unit Guides) through the medium of 'Schemes of Work'.
7. Provide accurate, timely data and information including registers, withdrawals, transfers, assessment, examination results, and progress reports.
8. Maintain student morale and discipline inside and outside 'the classroom' within the College site and in conjunction with College management.
9. Keep abreast of curriculum development, syllabus assessment requirements and technology relevant to the areas of teaching and competence of the post holder.

10. To be a course leader / programme leader managing the course planning and assessment.
11. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
12. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.
13. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the College.
14. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.
15. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
16. Attendance at relevant parents'/open evenings, enrollment interviews and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
17. To play a proactive role in promoting the good name of the College at all times.
18. Develop existing and/or new courses together with other members of the team/s.
19. Any other duties commensurate with the grading of this post as may be required from time to time.

Note

The person appointed will be required to teach practical and / or technical subjects contributing to the Engineering programmes we deliver. Underpinning knowledge is developed principally through BTEC and City & Guilds qualifications from Entry level through to level 5 with General, Electrical and Mechanical Engineering content and subjects.

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

May 2018

PERSON SPECIFICATION
Sessional Lecturer in Engineering (Fabrication and Welding)

| | Essential | Desirable | Source of Evidence |
|--|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| Relevant welding/ fabrication/ engineering qualification at Level 3 minimum (e.g. NVQ Level 3 / Level 3 Work-based Diploma, National Certificate or Diploma / Level 3 Extended Diploma.) | ✓ | | AF |
| A Level 2 qualification (GCSE or Equivalent) in Maths or willing to work towards within 2 years (please state this in your application) | ✓ | | AF |
| A Level 2 qualification (GCSE or Equivalent) in English or willing to work towards within 2 years (please state this in your application) | ✓ | | AF |
| An endorsed teaching/training qualification or willing to work towards within 5 years) (please state this in your application) | ✓ | | AF |
| V1 or TAQA Verifiers Award or willing to work towards (please state this in your application) | ✓ | | AF |
| EXPERIENCE | | | |
| Teaching / training and assessing experience in welding and fabrication | ✓ | | AF / IV |
| Experience and confidence in performing a range of welding and fabrication tasks. | ✓ | | AF |
| Proven experience of preparing learners for exams | | ✓ | IV |
| Evidence of motivating learners to stay on course and achieve | ✓ | | IV |
| SKILLS / KNOWLEDGE / ABILITIES | | | |
| An effective communicator with demonstrable oral and written English at Level 2 or above | ✓ | | AF / IV |
| Excellent practical skills in welding and fabrication. | ✓ | | AF / IV |
| Ability to deliver creative and innovative teaching which inspires and engages all learners | | ✓ | IV |
| Proven ability to work independently and as part of a team | ✓ | | IV |
| Demonstrate an understanding of the importance of Safeguarding and Equality and Diversity Policies and ways of addressing these through teaching and learning | | ✓ | IV |
| Ability to assess learners' individual needs and plan a programme of learning to maximise progress | | ✓ | IV |
| Commitment to developing own practice and continuing professional development | ✓ | | IV |
| Be highly organised, methodical and have a flexible approach to working practices | ✓ | | IV |
| Proven ability to use Microsoft Office, Word, Outlook, PowerPoint and Information Learning Technology (ILT) in a teaching situation | ✓ | | IV |
| Prepared to work flexibly to meet work requirements | ✓ | | IV |

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

All or some of the above elements may be assessed at interview