



JOB DESCRIPTION

Title:	Lecturer A
Grade:	Lecturer A
Regulated Activity:	Yes
Contact Hours:	Annual maximum: 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 or other work environment.
- 1.2 Prepare schemes of work, lesson and assessment plans.
- 1.3 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the courses, 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

- 3.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 3.2 Be responsible for safeguarding and promoting the welfare of learners.
- 3.3 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.
- 3.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

PERSON SPECIFICATION: Lecturer A – Engineering

	Essential/Highly Desirable	How Identified*	Desirable	How Identified*
<u>Experience</u>	➤ Experience of working within the Engineering Industry with specialism in either Electrical and Mechanical Engineering	A/I	➤ Knowledge of Health & Safety and Risk Assessments.	A/I
	➤ Experience of working within a team	A/I	➤ Experience of working with young people.	A/I
	➤ Experience of using own initiative.	I	➤ Experience of teaching Engineering/ Automotive at a post compulsory level	A/I

