

Lecturer/Assessor - Automotive

ROLE OVERVIEW

Job Title: Lecturer

Grade: Lecturer

Contact Hours: Weekly maximum: 14.8 hours, annual maximum: 865-1080 hours

Faculty: Engineering, Automotive & Aerospace

KEY ROLE OBJECTIVES

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

To undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and

- with full regard for the college's equality, diversity and health and safety requirements;
- to achieve individual and team targets assigned through the college's annual planning and staff performance review processes;
- within the approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures.

MAIN RESPONSIBILITIES

1. Provide Teaching, Training, Learning and Assessment

1. Teaching, Learning & Assessment

- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 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.



- 1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 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.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records including the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 To track the progression of learners, including workplace reviews, to ensure timely achievement.
- 1.14 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.15 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. 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.

MANDATORY DUTIES

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
- 2. Commitment to equal opportunities.
- 3. Commitment to British Values and the Prevent Agenda

Reviewed: April 2025

Person Specification

Lecturer/Assessor - Automotive

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Recent experience working within the Automotive sector (A/I)
- Working effectively within a team (A/I)
- Using own initiative (A/I)
- Teaching or training young people and adults (A/I)

Desirable Criteria

- Experience delivering bespoke courses to a range of partners (A/I)
- Experience of developing training solutions (I)
- Achieving targets (I)

Skills and Abilities

Essential Criteria:

- Good communication skills (at all levels) (I)
- Ability to inspire young people & adults (A/I)
- IT Literate – use of databases, Microsoft office (Word, Excel, Access and Power point) (A/I)
- Driving Licence held for 2 years with no more than 6 points. (A)

Desirable Criteria

- Attention to detail (A/I)

Personal Qualities

Essential Criteria:

- Enthusiasm and drive for subjects taught (A/I)
- Excellent time management (A/I)
- Excellent organisational and administrative skills (A/I)

Desirable Criteria:

- Passion for teaching and assessment and learning in the lifelong sector (A/I)

Qualifications

Essential Criteria

- Recognised vocational qualification at level 3 or above in Light Vehicle Maintenance and Repair (A)
- PTLLS (Preparing to teach) Qualification and willingness to complete Cert Ed. (A)
- GCSE English & Maths at C grade or above (or equivalent) (A)

Desirable Criteria

- Teaching qualification (CTLLS / Cert Ed / PGCE) (A)
- Verifiers Award (A)
- Assessors award (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: January 2023

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.