

## Lecturer A

### ROLE OVERVIEW

**Job Title:** Lecturer A

**Grade:** Lecturer A

**Contact Hours:** Annual maximum:  
180 - 360

**Contract:** Permanent

**Faculty:** Engineering, Automotive &  
Aerospace

**Responsible to:** Head of Faculty

### KEY ROLE OBJECTIVES

To provide an outstanding learner and staff experience through teaching and supporting the effective delivery of the curriculum

### MAIN RESPONSIBILITIES:

1. To support learners and staff in the practical work areas
2. To maintain, coordinate and provide technical support within the faculty
3. To provide teaching and support to learners.

### 1. Teaching and support

- 1.1 Provide training and support in the classroom or workshop or other work environments
- 1.2 Provide feedback to learners
- 1.3 Provide appropriate support to learners, referring them, where appropriate, to other agencies.
- 1.4 Contribute to the wider enrichment of learners and support students' pastoral needs
- 1.5 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6 Participate in appropriate quality assurance procedures.
- 1.7 Set and monitor Personal Targets and ILP's according to Faculty and College Policy.
- 1.8 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

### 2. Provide 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 areas.
- 2.3 To support pre-production and post production work related to the curriculum areas.
- 2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.
- 2.5 Provide Health and Safety talks and training to staff and learners as required in your areas.

### 3. Maintain, coordinate and provide technical support within the faculty

- 3.1 Maintain all specialist environments in a safe and tidy condition
- 3.2 Clean and maintain the equipment in your specialist areas.
- 3.3 To prepare materials and equipment for use in your curriculum areas.
- 3.4 Maintain inventories of equipment and supplies, including a yearly stock check.
- 3.5 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching

### 4. Additional Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of learners.
- 4.3 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.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

#### Specific Details of Technical Support duties:

- Preparing the workshops at the beginning of the day
- Cleaning and tidying the workshop areas at the end of the day
- Maintaining a safe learning environment
- Organisation of components and parts required for teaching
- Regular maintenance of all hand tools, machinery and equipment
- Ensuring the faculty has supplies of appropriate materials; including ordering and receiving the delivery of goods
- Ability to assist in the teaching of lessons and preparation of resources.

Reviewed: May 2023

# Person Specification

## Lecturer A

### Assessment Criteria

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

#### Experience

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##### **Essential Criteria:**

- Experience of working within the Engineering Industry -Mechanical /Manufacturing (A/I)
- Experience of working within a team (A/I)
- Experience of using own initiative (A/I)

##### **Desirable Criteria:**

- Knowledge of Health and Safety Risks assessments (A/I)
- Experience of working with young people (A/I)
- Experience of teaching (A/I)

#### Skills and Abilities

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##### **Essential Criteria:**

- Ability to plan and deliver high quality lessons (I)
- Excellent knowledge of technologies and equipment related to relevant trade areas (I)
- Excellent, up-to-date knowledge of industry standards and trends within the area of Engineering (I)
- Able to supervise and demonstrate tasks confidently to lecturers and learners (I)
- Excellent organisational and administrative skills (A/I)
- Excellent communication skills (I)
- Able to work under pressure (A/I)
- Able to work independently using own initiative (A/I)
- Excellent time management skills (A/I)

#### Qualifications

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##### **Essential Criteria:**

- Relevant level 2 / 3 qualification or significant vocational experience (A)

##### **Desirable Criteria:**

- Instructor / teacher qualification (A)
- Health and Safety qualification (A)
- Specialist Engineering qualification (A)

## Personal Qualities

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### Essential Criteria:

- A commitment to embracing IT, and its implementation across the curriculum and within general practices (A/I)
- Confident, enthusiastic and motivated (I)
- Ability to work responsively in liaison with colleagues, learners, college teams and external agencies (A/I)
- Ability to work effectively in a team (A/I)
- Willing to share good practice (A/I)
- A commitment to continual professional development, with a willingness to undertake further training if necessary (A/I)

### Desirable Criteria:

- Good problem-solving techniques (I)

## Mandatory Requirement

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### 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: May 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.