

JOB DESCRIPTION

POST TITLE:	Lecturer in Automotive
GRADE:	Harmonised Salary Scale Point 15-36
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Construction Trades and Automotive
RESPONSIBLE TO:	Curriculum Manager
RESPONSIBLE FOR:	<p>Development and delivery of the flexible curriculum whilst contributing to a variety of subject areas.</p> <p>Student support and general administrative duties associated with the academic function.</p> <p>At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.</p>

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Student support and general administrative duties associated with the academic function.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Contributing to the delivery of the programme of learning in accordance with College policies.
5. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
6. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
7. Preparing and marking College devised examinations and other assessment procedures.

8. Returning assessed work promptly to students indicating proposals for improvement.
9. Assessing and verifying assessments as a member of the programme team.
10. Planning and organising work placements, field trips, site visits and related activities.
11. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
12. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
13. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
14. Assisting with visits from and to schools, taster courses and work experience for potential students.
15. Acting as personal tutor to nominated groups and individual students.
16. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
17. Participating in reporting processes to provide feedback for parents and other sponsors.
18. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Lecturer in Automotive	Department:	Construction Trades and Automotive
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Teaching qualification or willingness to work towards	E	A
Qualified to Level 3 in Automotive Engineering	E	A/I
TBLD D32/33/34 or A1/V1	D	A
Minimum Level 2 qualification in English and maths	E	A/I
Experience:		
Relevant and recent industrial experience	E	A
Fault diagnosis and problem solving experience	E	A
Teaching 19+ students in the relevant area	D	A
Teaching 16+ students in the relevant area	D	A
Curriculum planning and delivery	D	A
Teaching 14-16 age group	D	A
Skills/Knowledge:		
An ability to teach a range of subjects in the specific area	E	A/I
An ability to offer Functional Maths and/or English	D	A/I
Teaching/Presentation Skills	E	A/I
Good standard of written and oral communication	E	A/I
Qualities:		
Ability to be flexible	E	A/I
Ability to work on own initiative and as part of a team	E	A/I
Well motivated and conscientious	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	MA	Date Produced:	July 2025
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