

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Engineering T Level Lead and Mechatronics T Level Tutor
<b>GRADE:</b>	£20,148 - £43,152 per annum
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>WORK ARRANGEMENTS:</b>	37 hours per week/ 52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

## **PURPOSE OF THE POST**

We are looking for someone to develop our curriculum offer over this year (24/25) with the vision to lead and teach on the Mechatronic T level from September 2025 and work with the engineering team to integrate PLCs into other existing courses.

We are looking for someone with a range of engineering skills and knowledge specifically in PLCs and Mechatronic Engineering.

We require a multi-skilled individual to work with specific employer focus groups and existing staff to develop the course content. Whilst developing the course material you would be responsible for generating placements and employer links to ensure that there is employer co-delivery embedded throughout both pathways. This will include sponsorship for specialist equipment and employer endorsements.

You will work with management to procure new equipment for the New AMC building and ensure that equipment is looked after and maintained.

As you gain experience and become more comfortable in the role there may be an opportunity to work across our sites in chesterfield and Derby.

## **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. Develop delivery plans for T levels and relevant qualifications and continue to develop them consistently.
3. Lead on the integration of PLCs into curriculum and specifically T levels. Gaining useful employer relationships to generate placements and employer links.
4. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
5. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.

6. Contributing to the delivery of the programme of learning in accordance with College policies.
7. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
8. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
9. Preparing and marking College devised examinations and other assessment procedures.
10. Returning assessed work promptly to students indicating proposals for improvement.
11. Assessing and verifying assessments as a member of the programme team.
12. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
13. Participating in the College Quality Assurance process to evaluate the effectiveness of programmes.
14. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Career Pathway Leader and the Curriculum Manager.
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.

## Person Specification

<b>Post:</b>	Engineering T Level Lead and Mechatronics T Level Tutor	<b>Department:</b>	Engineering Chesterfield
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Teaching qualification	<b>E</b>	<b>A</b>
Level 5 or equivalent in Engineering	<b>E</b>	<b>A</b>
A1/V1 Assessor/Verifier Awards (TDLB D32, D33, D34)	<b>D</b>	<b>A</b>
English and Maths at L2	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Recent occupational competency in Electrical Engineering or evidenced continuous CPD to maintain industry knowledge	<b>E</b>	<b>A/I</b>
Ability to develop robust teaching materials and assessments for Level 3 and level 4 engineering programmes	<b>E</b>	<b>A/I</b>
Ability to research/develop learning materials to support the achievement of learners up to and including level 2/3/4 on existing or new topics	<b>E</b>	<b>A/I</b>
Ability to teach in a dynamic and innovative way	<b>E</b>	<b>A/I</b>
Experience of delivering qualifications to awarding bodies requirements	<b>E</b>	<b>A/I</b>
Experience in working under own initiative and managing time and workload effectively	<b>E</b>	<b>A/I</b>
Ability to and experience in teaching and mentoring students to achieving learning aims/goals/qualifications	<b>E</b>	<b>A/I</b>
Ability to and experience in coaching and supporting learners	<b>E</b>	<b>A/I</b>
Excellent interpersonal skills	<b>E</b>	<b>A/I</b>
Experience of working with learners and external clients	<b>D</b>	<b>A/I</b>
Experience of contributing to the external verification process	<b>D</b>	<b>A/I</b>
Experience and ability to work to targets and deadlines	<b>E</b>	<b>A/I</b>
Ability to and experience of maintaining accurate records	<b>E</b>	<b>A/I</b>
Experience in providing initial advice and guidance to learners and employers	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
An ability to demonstrate a full range of theoretical and practical skills in PLC's / Mechatronics	<b>E</b>	<b>A/I</b>
Commitment to and understanding of quality systems and self-assessment procedures	<b>D</b>	<b>A/I</b>
Commitment to managing time and meeting deadlines	<b>E</b>	<b>A/I</b>
Energy, enthusiasm and the ability to work under pressure and achieve goals	<b>E</b>	<b>A/I</b>
Ability to be flexible and adapt to changing priorities	<b>E</b>	<b>A/I</b>
Commitment to producing timely reports and other documents as requested	<b>E</b>	<b>A/I</b>
Excellent customer service skills	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Willingness to undertake travel in line with the needs of the role	<b>E</b>	<b>I</b>
Flexibility to work additional hours when required	<b>E</b>	<b>I</b>
Willingness to be a team player	<b>E</b>	<b>I</b>
A good communicator, well-motivated and a positive can do attitude	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		

Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>A/I</b>
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>A/I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Reis Deaton	<b>Date Produced:</b>	08/11/24
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