

## **Lecturer – Heavy Vehicle Maintenance Repair**

<b>Title:</b>	Lecturer
<b>Grade:</b>	Lecturer
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 865-1080 hours, weekly maximum; 30
<b>Responsible to:</b>	Head of Faculty

### **Job Purpose**

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

### **Main responsibilities:**

#### **1. Teaching, Learning and Assessment:**

- 1.1 Provide Teaching, Training, Learning and Assessment
- 1.2 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.3 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.4 Prepare schemes of work, lesson assessment & IV plans
- 1.5 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
- 1.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.8 Contribute to the maintenance of an effective, efficient and professional learning environment.

- 1.9 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.
- 1.10 Participate in appropriate quality assurance procedures
- 1.11 Prepare learners for a range of accreditation and assessments
- 1.12 Maintain accurate and detailed student records including the writing of reports and references
- 1.13 Set and monitor Personal Targets and eLPs according to Faculty and College Policy
- 1.14 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.15 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.16 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.
- 2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Reviewed: November 2019

# Person Specification

## Lecturer – Heavy Vehicle Maintenance Repair

Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b>		
	- Recent experience working within the vehicle repair industry	✓	✓
	- Working effectively within a team	✓	✓
	- Using own initiative	✓	✓
	- Teaching or training young people and adults	✓	✓
	<b>Desirable:</b>		
	- Experience of delivering bespoke courses to a range of partners	✓	✓
Skills & Abilities	- Experience of developing training solutions		✓
	- Achieving targets		✓
	<b>Essential:</b>		
	- Good communication skills (at all levels)	✓	✓
	- Ability to inspire young people and adults	✓	✓
	- IT Literate – use of databases, Microsoft office (Word, Excel, Access and PowerPoint)	✓	✓
	- Driving license held for 2 years with no more than 6 points	✓	
	<b>Desirable:</b>		
	- Attention to detail	✓	✓

Reviewed: November 2019



# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

