Chesterfield College

JOB DESCRIPTION

POST TITLE:	Engineering Graduate
GRADE:	Up to £27,000 per annum
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Delivery of high quality engineering curriculum to support the College's vision to become and sustain outstanding
DIRECTORATE:	Advanced Engineering, Building Technologies and Construction
WORK ARRANGEMENTS:	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

The post holder will:

1. Fully engage with opportunities to participate in an intensive programme of professional development.
2. Deliver high quality taught programmes of Engineering for groups and individuals.
3. Deliver highly effective support for staff to upskill in the ever changing curriculum environment.
4. Make a highly effective contribution to the profile and provision of Engineering in the learner journey.
5. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

Supporting Excellence Throughout The Student Journey:

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. Take part in an intensive programme of support to develop skills as a lecturer.
3. Contribute to programmes of study delivering high quality teaching and learning with groups and individuals.
4. Contribute to the delivery of highly effective support for students with identified needs.
5. Preparation of robust and detailed schemes of learning, lesson plans and formative / summative

assessment materials.

6. Design and develop high quality teaching and learning resources for use in own practice and within curriculum teams.
7. Develop abilities to employ a wide range of effective teaching and learning strategies.
8. Develop abilities to provide accurate and robust decisions on assessment of students' work.
9. Maintain accurate records of students' attendance, progress, achievement and contribute to college procedures to identify students 'at risk' of not achieving.
10. Contribute to internal quality assurance practices.
11. Participate in curriculum and college team meetings.
12. Contribute to upskilling the current workforce with new digital technology skills
13. Participate in gaining relevant industrial experience for the area.
14. Contribute to the vision or the area and curriculum growth.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. 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.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the college's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Graduate Intern (Engineering)	Department:	Engineering

Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
A Degree with knowledge of cutting edge Engineering technology	**E**	**A**
Level two mathematics and English.	**E**	**A**
Experience:		
Working as part of a team showing high level inter-personal skills.	**E**	**A/I**
Addressing groups of people and experience of influencing people through innovation and vision.	**D**	**A/I**
Taking on challenges and being successful.	**E**	**A/I**
Demonstrable experience of undertaking additional professional / academic development.	**D**	**A/I**
Evidence of innovative projects and ideas within the technology sector.	**D**	**A/I**
Skills/Knowledge:		
Creative and positive with a demonstrable strong interest in their subject.	**E**	**A/I**
Highly effective communication skills.	**E**	**A/I**
Good organisational skills and the ability to work to schedules and deadlines.	**E**	**A/I**
Ability to be successful when working independently.	**E**	**A/I**
Ability to work in diverse and changing environments.	**E**	**A/I**
Resilient and able to identify own areas for improvement.	**E**	**A/I**
Excellent organisational skills.	**E**	**A/I**
Ability to keep clear and concise records	**E**	**A/I**
Qualities:		
Honest and reliable with a professional and positive work ethic along with a flexible attitude.	**E**	**I**
Customer service focused	**E**	**I**
Willingness to participate in training and development to enhance job role knowledge	**E**	**I**
Other Requirements:		
A definite interest in teaching and the benefit of passing on information, knowledge and understanding.	**E**	**I**
Personal awareness and a passion for high professional achievement.	**E**	**I**
Full commitment to Equal Opportunities and anti-discriminatory working practices	**E**	**I**
An understanding of Safeguarding of Children and Vulnerable Adults within the workplace	**E**	**I**

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

Produced by:	Neil Ward	Date Produced:	July 2019