

Programme Leader – Engineering CAD Design

ROLE OVERVIEW

Job Title: Programme Leader (CAD Design Specialist)

Grade: Programme Leader

Contact Hours: Annual maximum: 864 hours, weekly maximum: 26

Contract: Permanent

Faculty: Engineering, Aerospace and Automotive

KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and proactively engage in quality assurance as well as provide pastoral support.

To undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions

are discharged within the regulatory and legislative requirements to which the college is subject, and

- with full regard for the college's equality, diversity and health and safety requirements;
- to achieve individual and team targets assigned through the college's annual planning and staff performance review processes;
- within the approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures.

MAIN RESPONSIBILITIES:

1. Provide teaching, learning and assessment.
2. Act as a Tutor to groups of students.
3. Lead/co-ordinate learning.

1. TEACHING, LEARNING AND ASSESSMENT

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate within the course.

- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 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.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eLLPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2. TUTOR

- 2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.
- 2.2 Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3 To maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents' evenings and guidance evenings.

3. PROGRAMME LEADERSHIP

- 3.1 Provide leadership of learning within a subject/programme area.
- 3.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.

- 3.4 Link with, inform and support Associate Lecturers within the programme area.
- 3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.
- 3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

4. ADDITIONAL DUTIES

- 4.1 Provide 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 students.
- 4.3 Undertake such additional duties as may be reasonable 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 colleges agreed values and aims.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: March 2025

Person Specification

Programme Leader – Engineering CAD Design

Assessment Criteria

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

Experience

Essential Criteria:

- Responsibility for training and motivating others on a daily basis (A).
- Experience of working with or teaching within the relevant industry (A).
- Ability to use information technology in learning (A/I)

Desirable Criteria

- Experience of teaching or delivering training within the relevant industry (A/I).
- Experience of assessment and course quality processes (A/I).

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I).
- Ability to prioritise work effectively and efficiently and meet deadlines (I).
- IT skills (good level of skill with various packages including Word, PowerPoint and email) (A/I).
- Ability to motivate and inspire students (I).
- Excellent organisation and administrative skills (A/I).
- Accuracy and attention to detail (A/I).
- Ability to use software engineering (A/I).

Personal Qualities

Essential Criteria:

- Willingness to undertake further training if necessary (I).
- Ability to work effectively in a team and on own initiative with limited supervision (I).
- A flexible and versatile attitude to working arrangements (I).
- Ability to work to tight deadlines and changing priorities (I).
- Willingness and ability to adapt personal role as circumstances require(I).

Qualifications

Essential Criteria

- Engineering – Relevant qualifications and courses relating to engineering disciplines, product design, CAD and manufacturing (A).
- Teaching qualification or willingness to work towards Cert Ed (within the first 3 years of employment) (A).

Desirable Criteria

- Cert Ed or equivalent teaching qualification (A)
- Assessors Qualifications (A)
- Verification Qualifications (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Reviewed: March 2025

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.