

Lecturer A - Automotive (Practical Facilitator)

ROLE OVERVIEW

Job Title: Lecturer A

Grade: Lecturer A

Contact Hours: Annual maximum:
180 - 360

Contract: Permanent

Faculty: Engineering, Automotive &
Aerospace

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

To provide an outstanding learner and staff experience through teaching and supporting the effective delivery of the curriculum

MAIN RESPONSIBILITIES:

1. To support learners and staff in the practical work areas
2. To maintain, coordinate and provide technical support within the faculty
3. To provide teaching and support to learners.

1. Teaching and support

- 1.1 Provide training and support in the classroom or workshop or other work environments
- 1.2 Provide feedback to learners
- 1.3 Provide appropriate support to learners, referring them, where appropriate, to other agencies.
- 1.4 Contribute to the wider enrichment of learners and support students' pastoral needs
- 1.5 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6 Participate in appropriate quality assurance procedures.
- 1.7 Set and monitor Personal Targets and ILP's according to Faculty and College Policy.
- 1.8 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Provide support to learners and staff

- 2.1 To coordinate the use of specialist associated equipment and facilities.
- 2.2 To support staff with responsibility for curriculum related to the specialist areas.
- 2.3 To support pre-production and post production work related to the curriculum areas.
- 2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.
- 2.5 Provide Health and Safety talks and training to staff and learners as required in your areas.



3. Maintain, coordinate and provide technical support within the faculty

- 3.1 Maintain all specialist environments in a safe and tidy condition
- 3.2 Clean and maintain the equipment in your specialist areas.
- 3.3 To prepare materials and equipment for use in your curriculum areas.
- 3.4 Maintain inventories of equipment and supplies, including a yearly stock check.
- 3.5 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching

4. Additional Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of learners.
- 4.3 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.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Specific Details of Technical Support duties:

- Preparing the workshops at the beginning of the day
- Cleaning and tidying the workshop areas at the end of the day
- Maintaining a safe learning environment
- Organisation of components and parts required for teaching
- Regular maintenance of all hand tools, machinery and equipment
- Ensuring the faculty has supplies of appropriate materials; including ordering and receiving the delivery of goods
- Ability to assist in the teaching of lessons and preparation of resources.

Reviewed: April 2025

Person Specification

Lecturer A

Assessment Criteria

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

Experience

Essential Criteria:

- Experience of working within the Automotive sector (A/I)
- Experience of working within a team (A/I)
- Experience of using own initiative (A/I)

Desirable Criteria:

- Knowledge of Health and Safety Risks assessments (A/I)
- Experience of working with young people (A/I)
- Experience of teaching (A/I)

Skills and Abilities

Essential Criteria:

- Ability to plan and deliver high quality lessons (I)
- Excellent knowledge of technologies and equipment related to relevant trade areas (I)
- Excellent, up-to-date knowledge of industry standards and trends within the area of Engineering (I)
- Able to supervise and demonstrate tasks confidently to lecturers and learners (I)
- Excellent organisational and administrative skills (A/I)
- Excellent communication skills (I)
- Able to work under pressure (A/I)
- Able to work independently using own initiative (A/I)
- Excellent time management skills (A/I)

Qualifications

Essential Criteria:

- Relevant level 3 qualification or significant vocational experience (A)

Desirable Criteria:

- Instructor / teacher qualification (A)
- Health and Safety qualification (A)
- Specialist automotive qualification (A)

Personal Qualities

Essential Criteria:

- A commitment to embracing IT, and its implementation across the curriculum and within general practices (A/I)
- Confident, enthusiastic and motivated (I)
- Ability to work responsively in liaison with colleagues, learners, college teams and external agencies (A/I)
- Ability to work effectively in a team (A/I)
- Willing to share good practice (A/I)
- A commitment to continual professional development, with a willingness to undertake further training if necessary (A/I)

Desirable Criteria:

- Good problem-solving techniques (I)

Mandatory Requirement

Essential Criteria:

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

Reviewed: April 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.