

ROLE PROFILE

General Details	
Job Title	Lecturer in Automotive Engineering
Vacancy Number	VN587
Department	Construction and Automotive
Reporting to	Learner Manager
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	37 hours per week
Salary	£24,201 - £36,311 per annum
Terms & Conditions	Lecturer
DBS	Enhanced
Closing Date	Thursday 2nd December 2021 at 9am
Interview Date	To be confirmed

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

The purpose of this post is to undertake teaching duties within established course teams and offer subjects in Automotive Engineering and Motor Vehicle Studies at levels 1, 2 and 3 and related subjects for learners aged 16 and over programmes.

Main Duties and Responsibilities

The successful applicant will be expected to:

- Teach both Automotive Engineering & Motor Vehicle Studies subjects at levels 1, 2 and 3. Duties will include; general teaching, tutorials, student assessment, curriculum development counselling, preparing materials and assignments, marking work and examinations, educational guidance, supervision of student visit programmes, marketing, administration and personal and professional development.
- Participate in course development and delivery, including short and long term curriculum planning, preparation of assessment materials and strategies, working in conjunction with other members of the Course Team to draft schemes of work.
- Support the delivery, assessment and internal verification of National Vocational Qualifications both in College and in local companies.
- Act as a personal tutor for a group of full or part-time students, including the completion of student progress files.
- Integrate and map functional skills within the curriculum.
- Student progress records and other administrative duties related to teaching and learning.

- Provide constructive feedback on English & Maths to students in the context of their vocational assignments.
- Assume leadership for a course team and manage the relevant course team meetings.
- Develop quality resources (including e-resources) which support the development of GCSE / Functional skills.
- Contribute to the development and implementation of flexible learning materials across the curriculum area.
- To assume leadership responsibilities, if required, managing the relevant Course Team meetings and contribute where appropriate.
- Participate in the enrolment, information and parent evenings.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Teaching qualification, e.g. Cert Ed, PGCE or DTLLs.	✓		A/C
2. Possess a relevant Level 3 Motor Vehicle qualification.	✓		A/C
3. Possess a HNC or equivalent Motor Vehicle qualification.		✓	A/C
4. Possess an A1 assessor award.		✓	A/C
5. Possess a V1 verifier award.		✓	A/C
6. Relevant experience in the Motor Vehicle industry.	✓		A/I
7. Knowledge and experience of IMI qualifications.		✓	A/I
8. Knowledge and experience of Vocational Skills.		✓	A/I
9. Experience and appreciation of the application of competence based learning in relation to proposed programme development.	✓		A/I
10. An ability to motivate and inspire young people to realise their potential.	✓		I
11. Able to work effectively within a team.	✓		A/I

12. Positive attitude to work.	✓		A/I
13. Experience of working in a teaching or training environment.		✓	A/I
14. Commitment to providing flexible methods of course delivery to encourage greater accessibility to courses.	✓		A/I
15. Excellent interpersonal and communication skills.	✓		I
16. An understanding of and commitment to diversity and equality of opportunity.	✓		I
17. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others.	✓		I
18. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College.	✓		A/C

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.