

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Mechanical Engineering	<b>Post Number:</b>	LC0556P
<b>Daily Supervision:</b>	Learning and Skills Lead - Mechanical Engineering	<b>Grade:</b>	Lecturer Scale 1-7
<b>Department:</b>	School of Professional Industries	<b>Last Updated:</b>	November 2021

### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To prepare, deliver and assess on Mechanical Engineering programmes in the School of Professional Industries.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for course management and success rates of key programmes and courses within Mechanical Engineering.
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students including on site assessment where appropriate.
3. To carry out the role of a course tutor as required.
4. To carry out and maintain records and documentation required by the College curriculum quality policies and systems.
5. To contribute to the selection, recruitment and enrolment of students.
6. To liaise with schools, parents, universities and/or employers as appropriate.
7. To carry out internal verification as required.
8. To contribute to the development of existing and new programmes, and work as a member of a flexible delivery team within the Mechanical Engineering Department.
9. To liaise with awarding organisations and external examiners/verifiers.
10. To coordinate timetabling of individual student programmes.
11. To participate in any cross-college/working party groups as from time to time may be established.
12. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
13. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
14. To develop and maintain quality standards appropriate to the post.
15. To maintain professional standards and expertise by undertaking relevant professional development.
16. To conform with the Health & Safety requirements to the post.
17. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within two years of commencing employment	A/I
2	Level 3 or above qualification in Mechanical Engineering or a related subject	A/I
3	Assessor and Verifier Award	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner	A/I/T
5	The ability to respond to individual learning needs	A/I/T
6	The ability to teach and manage learning across Levels 1 to 3 of Mechanical Engineering related programmes	A/I/T
7	The ability to instruct students in practical activities to include hand fitting, machining (milling and turning) and other associated Mechanical Engineering tasks	A/I/T
8	Excellent presentation skills with an ability to deliver high quality teaching in a variety of Mechanical Engineering subject areas	A/I/T

	Experience	PSM
9	Recent industrial experience in the Mechanical Engineering sector	A/I
10	Experience of preparation, delivery and assessment of Mechanical Engineering topics	A/I/T

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
14	Ability to travel across sites and locations	A/I

<b>Prepared By:</b>	Ross Tarnowski - Head of Learning and Skills for Engineering
<b>Date:</b>	November 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test