

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor in Mechanical Engineering	Post Number:	LC0588P
Daily Supervision:	Learning and Skills Lead for Mechanical Engineering	Grade:	Support Scale 5/6
Department:	School of Professional Industries	Last Updated:	January 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 instruct and assess engineering and welding students within the practical workshop environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
2. To maintain professional standards and expertise by undertaking relevant professional development.
3. To maintain quality standards appropriate to the post.
4. To conform with the Health and Safety requirements relevant to the post.
5. To contribute towards the development of an inclusive learning environment.
6. To contribute to the development and delivery of engineering programmes.
7. To prepare, instruct and assess students at all levels and in line with awarding body requirements.
8. To contribute to and work effectively as a member of the Engineering team.
9. To carry out and maintain documentation required by the College and by the awarding bodies.
10. To support tutorial process by reviewing progress and reporting to personal tutors.
11. To assist with the operation and commercial development of the School.
12. To contribute to the process of programme marketing and the recruitment and selection of students.
13. To liaise with employers and parents as appropriate.
14. To carry out internal verification as required.
15. To liaise with awarding bodies and external verifiers.
16. To participate in any cross-college working / strategy groups as may from time to time be established.
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 3 teaching qualification within 2 years of commencing employment (4 Years for fractional posts).	A/I
2	Level 3 or equivalent qualification in mechanical engineering or appropriate industrial experience.	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
5	The ability to respond to individual learning needs of students.	A/I
6	The ability to assess and feedback to students undertaking engineering qualifications.	A/I
7	The ability to instruct students in practical engineering machining (milling and turning) and hand fitting activities (welding desirable).	A/I/T
8	The ability to liaise with all stakeholders.	A/I

	Experience	PSM
9	Relevant industrial experience of working in the Mechanical Engineering environment.	A/I
10	Experience of preparation, delivery and assessment of engineering practical skills.	A/I

	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, ie 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

Prepared By:	Ross Tarnowski - Head of Learning and Skills for Engineering
Date:	January 2021

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