

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Automotive Engineering	Post Number:	LC0604P
Daily Supervision:	Learning and Skills Lead - Automotive Engineering	Grade:	Lecturer Scale 1-7
Department:	School of Professional Industries	Last Updated:	April 2021

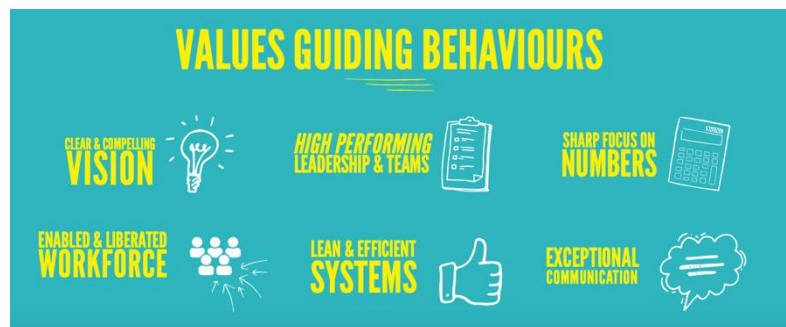
Our Vision:

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 theory and practical taught sessions to full-time and apprentice learners within the Automotive department within the Lincoln College Group.

As a College, we are employer led and have close working relationships with local and national employer. Part of this role will be to develop employer relationships and to take part in events which promote the department and the Automotive Industry.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for course management and success rates of key programme and courses within Automotive 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 course tutor and 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 and/or employers as appropriate.
7. To carry out internal verification as required.
8. To maintain teaching and learning quality standards through peer review and lesson observation activity.
9. To contribute to the development of new programmes and work as a member of a flexible delivery team within the Automotive Engineering Section.
10. To liaise with awarding bodies and external examiners/verifiers.
11. To co-ordinate timetabling of individual student programmes.
12. To participate in cross-college working / strategy groups as may from time to time be established.
13. To actively implement College's Equal Opportunities policy review and implements action plans in accordance with relevant EDIMS of the College and within the area of Construction and Engineering.
14. To conform and promote the Health and Safety requirements relevant to the post.
15. To maintain professional standards and expertise by undertaking relevant professional development.
16. 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 1 year of commencing employment	A/I
2	Minimum Level 3 Qualification in Automotive Engineering	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 the individual learning needs of customers	A/I/T
6	The ability to support students undertaking Automotive Engineering qualifications in a flexible environment	A/I/T
7	The ability to instruct students in practical and theoretical activities	A/I/T
8	The ability to carry out on-site assessment	A/I

Experience		PSM
9	Industrial experience in Automotive Engineering industry	A/I
10	Experience of preparation, delivery and assessment of Automotive Engineering	A/I/T

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

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/T
14	Ability and willingness to travel to various geographical locations	A/I

Prepared By:	Pete Jackson - Learning and Skills Lead - Automotive Engineering
Date:	April 2021

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