

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer for Ground Operations – IASTI	Post Number:	LC0610P
Daily Supervision:	Learning and Skills Lead – IASTI	Grade:	Lecturer Scale 1 - 7
Department:	School of Professional Industries	Last Updated:	April 2021

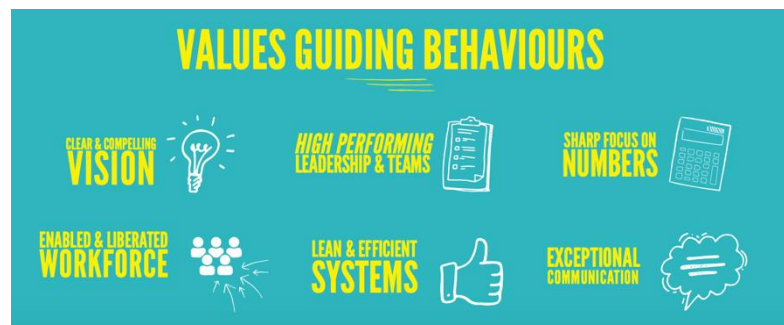
Our Vision:

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 on the IASTI Newark programmes (in particular Ground Operations) 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 the IASTI Newark.
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students including on site assessment where appropriate.
3. To be an inspiring teacher, enthusiastic with the ability to motivate students and a willingness and ability to tackle poor student performance.
4. To carry out the role of a course tutor as required.
5. To carry out and maintain records and documentation required by the College curriculum quality policies and systems.
6. To contribute to the selection, recruitment and enrolment of students.
7. To liaise with schools, parents, universities and/or employers as appropriate.
8. To carry out assessing and internal verification as required.
9. To maintain teaching and learning quality standards through peer review and lesson observation activity.
10. To contribute to the development of existing and new programmes, and work as a member of a flexible delivery team within the IASTI Newark.
11. To liaise with awarding organisations and external examiners/verifiers.
12. To coordinate timetabling of individual student programmes.
13. To participate in any cross-college/working party groups as from time to time may be established.
14. To maintain professional standards and expertise by undertaking relevant professional development.
15. To conform with the Health and Safety requirements relevant to the post.
16. To actively implement the College's Equal Opportunities policy throughout all personal contacts in the College and within the areas of the IASTI Newark.
17. To be responsible for 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 Aviation Operations or a related subject	A/I
3	Internal verification qualification (A1, TAQA, CAVA)	A/I
4	Approved certification in Flight Dispatch by an Airline or Licensed Organisation with a minimum of 1 year experience (desirable)	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner	A/I/T
6	The ability to respond to individual learning needs	A/I/T
7	The ability to teach and manage learning across all levels of Aviation Operations related programmes, possessing in-depth knowledge of Ramp and Aerodrome Operations in line with EASA, CAA and ICAO regulations	A/I/T
8	The ability to instruct students in theoretical and practical activities linked to the Aviation Operations pathway including de-icing techniques and equipment in line with ICAO 9640 Procedures and with winter operation plans between airlines, de-icing providers and airport authorities	A/I/T
9	Excellent presentation skills with an ability to deliver high quality teaching in a variety of Aviation subject areas	A/I/T

	Experience	PSM
10	Recent industrial experience in the Aviation Operations sector with a strong focus on Ramp and Aerodrome Operations	A/I
11	Experience of preparation, delivery and assessment of Aviation Operations subject areas	A/I/T

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

	Skills/Abilities - Other	PSM
13	Appropriate levels of IT skills to undertake relevant duties, i.e. Word, Excel and PowerPoint (MS Office) or the willingness and ability to undertake relevant training	A/I
14	Responsibility for the safeguarding and promoting the welfare of children wherever possible	A/I
15	Ability to travel across sites and locations	A/I

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

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