

JOB DESCRIPTION

Job Title:	Lecturer – Mechanical Engineering
Directorate:	Curriculum
Area:	Engineering
Spinal Point:	23-36
Reporting To:	Curriculum Manager
Date JD produced/revised:	Oct 2022

The primary purpose of this job role is to;

Provide high quality teaching and access to learning in addition to undertaking associated tutorial duties. It is expected that the post holder will contribute to course design, development of programmes and the expansion of the area generally.

- To teach primarily within the Engineering Department on Engineering courses from levels 1 - 3 to full time learners.
- To deliver an expansive programme of study within Engineering provision delivering subjects which may include some of the following: H & S, Principles of Engineering Technology, Principles of Manufacturing Technology, Machine components using Milling Techniques, Machine components using Turning Techniques, using Bench Fitting Techniques, Engineering Mathematics, Project, 3D Manufacturing and CAD.
- Educationally you will be expected to explore equality and diversity, British Values, sustainability, English, Maths and safeguarding.
- The post holder is also required to liaise closely with the 'Team around the learner' that includes the Curriculum Manager, Course Leader, other Engineering Lecturers and Technicians to ensure the day to day practical and theoretical activities are co-ordinated appropriately.
- To provide focussed tutorial support to both group and individual learners.

The primary duties, tasks and responsibilities of this job role are to:

- 1. Deliver high quality teaching and learning to a timetable that may include evening and summer periods.**
 - Deliver inspirational teaching and access to learning across a range of programmes in Engineering in theory and practice.

- Provide teaching, learning and assessment opportunities in line with the relevant college and awarding body requirements to promote access to achievement.
- Provide and maintain teaching materials including hand-outs, practical workbooks, assignments, booklists and assessment papers.
- To maintain currency of learning materials for learners uploaded to the Virtual Learning Environment providing learning opportunities 24/7.
- Prepare Electronic Schemes of Work, Lesson Plans and Schemes for Assessment as agreed with the Curriculum Manager.
- Track and review learners progress and maintain learner records.
- Undertake course responsibilities as agreed with the Curriculum Manager with responsibility for supporting learners in achieving their learning outcomes, goals and targets.
- Undertake administrative tasks required for the effective operation of study programmes
- Carry out assessment / moderation and verification duties as required.
- Work with the delivery team to integrate and contextualise Maths, English and IT skills, Safeguarding and Equality and Diversity themes into the curriculum.
- Provide feedback and reports on progress to the learners, parents/guardians, employers, external agencies and the Curriculum Manager
- Arrange and support work experience placements as part of learners study programmes

2. Assist in the recruitment and admission of new students.

- Assist in recruitment and admission of new learners at open days, welcome events and taster events.
- Attend promotional events to publicise College and Department activities.
- Update course leaflets and prospectus details and contribute to the compilation of publicity materials in the Department.

3. Team administration, liaison and development

- Communicate effectively with other team members.
- Participate in course team reviews / evaluation and attend Department Meetings.
- Respond to curriculum development and new course initiatives originating from within the Department / College.
- Undertake course leadership responsibilities and duties, as allocated.
- Advise on resource requirements for effective implementation of Study Programmes
- Liaise with external awarding bodies', representatives' e.g. External verifiers / moderators.

4. Professional development and industrial links.

- Develop industrial links with other professionals within the industry
- Maintain personal research or professional practice in own specialist area for own personal professional development and undertake training for teaching as required.
- Familiarise yourself with and adhere to Coventry college policies and procedures.

5. Undertake Health and Safety duties and responsibilities as appropriate to the post.

6. **To actively advance equality of opportunity and foster good relations within the College community.**
7. **To adhere to College equal opportunities policies, procedures and practices.**
8. **Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Curriculum Manager**

Special conditions or working arrangements applicable to this role are;

- This post is defined as regulated activity. The post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the College.
- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.
- Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work.

EMPLOYEE PROFILE

ATTRIBUTES	ESSENTIAL ATTRIBUTES LEARNERS MUST HAVE ON ENTERING THE ROLE	DESIRABLE KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD e.g. application form, interview, tests
Qualifications	Degree in Engineering or HND in Engineering or Equivalent level 3 technical qualifications such as an NVQ or relevant apprenticeship standard	A teaching certificate such as DTLLS or Cert Ed / PGCE. IQA or A1/V1 Assessor and verifier awards or TDLB D32,33,34 or equivalent	Certificates Application form Interview
Related Experience	Relevant experience working in the Engineering Industry General engineering practical skills in a technical field of engineering related to the skills and knowledge section below	Supervisory skills Training of others in the workplace such as looking after apprentices or designing training programmes	Application form Interview Technical assessment and teaching observation
Special Circumstances		Awareness of the emerging knowledge and skill demands in the engineering and technology sectors	Interview
Knowledge, skills and abilities	Related Knowledge and ability to demonstrate skills below: Mechanical Engineering – e.g. CAD / BIT / Advanced Milling and Turning / Mechanical & Electronic principles / Welding	Skilled in the diagnostics and repair of fault with engineering technology. Skilled in the use of engineering software such as Solidworks,	Application Form Certificates Interview Trade test and or teaching observation

	<p>Current Health & Safety knowledge related to the engineering Industry.</p> <p>Good interpersonal, administrative and communication skills Organised and able to meet deadlines.</p> <p>Competent use of Microsoft Office.</p> <p>Ability to cultivate good working relationships with colleagues.</p>	<p>AutoCAD and Makerbot.</p>	
<p>Disposition and approach</p>	<p>Flexible, responsive and ability to adapt to change</p> <p>Enthusiastic, motivational and positive approach.</p> <p>Ability to work as part of a team.</p> <p>To promote and safeguard the welfare of children and vulnerable Adults.</p> <p>Commitment to equality & diversity.</p>		<p>References</p> <p>Interview</p> <p>Teaching observation</p>

GENERAL CONDITIONS OF EMPLOYMENT DETAILS

On Appointment

The appointment is subject to:

- a. receipt of two satisfactory references
- b. proof of eligibility to work in the UK
- c. a period of probationary service of 26 weeks for new employees
- d. Medical Clearance from the College's Medical Adviser which the College considers to be satisfactory
- e. a satisfactory enhanced DBS check

The post for which you are applying is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check which includes a check of the Children's Barred List. If you are successful in your application you will be required to apply for an enhanced DBS certificate. Please note that you will need to show the HR Section your DBS certificate prior to taking up employment with the College. Alternatively, if you are registered with the DBS Update Service you may wish to give your consent to the College to undertake a Status Check of your DBS certificate. Further details regarding the Update Service and Status Checks, and the DBS Code of Practice, can be found at www.gov.uk/dbcs. **An individual who is barred from working with children cannot be employed in any position at the College.**

f) Evidence of teaching qualifications (where applicable) and/or other qualifications are required for the role.

Newly appointed teaching staff who do not hold a recognised teaching qualification (i.e. PGCE, Cert Ed, DTLLS, DET) will be required to achieve within one year of commencement of employment the University of Warwick's Level 4 Certificate in Education (12 credits), or an equivalent qualification. Once this been achieved, staff who teach more than 6 hours per week will then be required to achieve a full Level 4 CET (Certificate in Education and Training) qualification or a Level 5

DET (Diploma in Education and Training) qualification depending on their role. The DET qualification will be required for all full teaching roles. Individuals will be required to fund the full Level 4 CET/Level 5 DET themselves. Information on student finance and loans is available from Student Finance England at <https://www.gov.uk/student-finance> or by contacting them on 0845 300 5090.

The College will subsidise 50% of costs for staff undertaking the DET qualification (or a recognised equivalent agreed by the College).

- g) Salary is paid monthly by credit transfer into a Bank or Building Society account.
- h) The annual leave year runs from 1 September to 31 August. A full year's annual leave entitlement for the post is 39 working days, plus 8 public holidays (pro rata for part-time posts) and 5 Corporation Days. The Corporation may decide to close the College for up to a maximum of 5 working days in the interests of efficiency.
- i) Three months' calendar notice on either side.

Please note that CVs will not be accepted.

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.

You will need to go to <https://www.fejobs.com/> and create a candidate account, if you do not already have one. Please download the application form on the fejobs website and save to your desktop. Once complete, please press apply online and your application will be forwarded to us. Click send when you have finished. Please note, CV's will not be accepted.