

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Lecturer and Programme Lead in Automotive Engineering (Accident Repair)
Reports to	Curriculum Manager
Department	Automotive Manufacturing and Advanced Engineering
Grade	SCP026 - SCP035
Contract	Teaching
Location	City Campus

Purpose

- Working with the curriculum manager take an active role in the review and development of the curriculum intent ensuring planning and preparation of high-quality, sequenced learning through career-focused schemes of learning, session planning and resources are in place.
- Taking ownership for the timely tracking of accurate data at programme/course level through the student journey to ensure excellence and continual improvement. Regularly reviewing and evaluating the performance of programmes/courses in line with curriculum planning and curriculum performance review cycle.
- Taking an active role in the ongoing development of *new* programmes of study.

Role Purpose

- Take responsibility for ensuring high quality information, advice and guidance; recruitment, retention, achievement, success and progression of individual students are within a framework of continual quality improvement with robust tracking and monitoring.
- Lead on the delivery of exemplary teaching and learning and support standards of assessment.
- Lead the course and/or provision and drive a high-quality learner experience through all stages of the learning journey; and take responsibility for collating reviewing and disseminating, all aspects of learner progress and destination.
- Take responsibility for following up issues or concerns for example attendance or wellbeing and lead on the required action/s or interventions to address these in conjunction with other internal staff or external agencies where necessary.

Role Responsibilities

Lead Responsibilities

- Contribute towards a high-quality pre-entry and initial assessment process to ensure that learners' needs are met
- Ensuring the provision of high-quality pastoral and supportive care of students as part of the whole learner journey. Ensure the provision of highly effective guidance to students to assist them through their programme and in their progression onto a positive destination for example higher learning or employment.
- Oversee the needs and positive progress of all students with an EHCP or ALS need enrolled on a course/ programme for which you are responsible.
- Work effectively within teams responsible for devising, reviewing and maintaining effective management of study programmes; and contribute towards sharing of good practice.
- Ensure quality files and course/programme team information on platforms such as SharePoint are appropriate, support the team, reduce workload, facilitate great teamwork and sharing of practice. This includes ensuring schemes of learning/lesson planning is in line with college policy and expected practice.

Learning, Teaching and Assessment Responsibilities

- Embrace and promote teaching and learning technologies implement them to enhance the student experience.
- Review course content and resources to ensure currency and relevance with both qualification and future industry requirements.
- To provide an excellent experience to students through exemplary learning, teaching and standards of assessment.
- Develop and share subject pedagogy within and across teams to maintain currency and accuracy.
- Preparation of effective formative and summative assessments including feedback to meet awarding organisation standards and student needs.
- Lead on Internal and External Quality Assurance in line with the College quality assurance policy and procedures and awarding organisation guidelines.

Student Experience Responsibilities

- Embrace and positively promote the college's approach to supporting the Student Journey ensuing the student voice drive a strong you said we did agenda
- Undertake student interviews providing advice and guidance to prospective students, allowing for informed career pathway choices that are supported at appropriate learning levels.
- Contribute towards a high-quality student induction to ensure the Right Student is on the Right Course

- Set high expectations and monitor student attendance, punctuality, behaviour and progress and take appropriate action when required, ensuring recorded in college online systems (including all components of a 16-19 study programme).
- Actively contribute to successful parental meetings and disciplinaries in line with the positive behaviour policy
- Lead and liaise with curriculum and learning support staff to ensure appropriate and high quality academic and learning support is provided as required. This includes ensuring exam access arrangements are in place.
- Participate in college recruitment and marketing events.

General Responsibilities

- Take responsibility for own continuous Professional Development including industry updating to maintain pedagogical and industry currency.
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- Attend and proactively contribute towards course, faculty and College level meetings.
- To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy.
- Provide cover as and when required for absent colleagues.
- Undertake such other duties as are reasonably allocated either permanently or from time to time.
- Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment

Qualifications: Qualifications underpin your teaching professionalism and subject expertise. They also support you to be a professional in your teaching practice, and an expert in your field.

However, as a learning organisation, we welcome applications from unqualified individuals, and we will support you to become qualified and excellent in transforming people's lives.

	Assessment Method					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
Teaching, assessing and quality assurance qualifications						
Minimum Level 5 Diploma in Education and Training or equivalent, or commitment to complete within the first two years	★		★	★		
Level 3 Assessor qualification or commitment to complete		★	★	★		
Level 4 Quality Assurance qualification, or commitment to complete		★	★	★		
Subject specific qualification						
Level 3 qualification in Vehicle Accident Repair	★		★	★		
English, maths and digital qualifications						
Minimum Level 2 Maths qualification	★		★	★		
Minimum Level 2 English qualification	★		★	★		
Microsoft Innovate Educator or Digital/IT qualification at level 2 or commitment to work towards		★				

Skills and Experience: We're keen to hear about what you can bring to the role based on your current skills and experience.

	Assessment Method					
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
Skills and Experience						
Minimum of two years industry experience, with up-to-date knowledge of industry standard practice	★			★	★	★
Working collaboratively with students and colleagues to review student progress, supporting achievement of learning and personal development goals	★			★		★
Experience of taking ownership and accountability of a project or students' progress		★		★		★
Planning, developing and leading a programme(s) considering all aspects of the learner journey		★		★		★
Planning and delivering sessions that are safe, inclusive, stretching, and relevant to learners		★		★		★
Creating inclusive learning experiences by applying knowledge of special educational needs, disabilities or vulnerable learners		★		★		★

Developing students' confidence, autonomy and thinking skills, using pre-entry / initial assessment processes and student-owned SMART targets		★		★		★
Developing appropriate and fair methods of assessment and providing constructive and timely feedback to support student progress and achievement		★		★		★
Maintaining accurate records of individual students' progress and achievements		★		★		★
Using students' feedback and achievement to plan and improve the quality of education		★		★		★
Engaging students to establish standards of behaviour, mutual respect and safe working		★		★		★
Using digital technologies safely, effectively and to promote innovative learning		★		★		★
Participating in curriculum planning processes		★		★		★
Knowledge and understanding						
Engagement in relation to educational research, pedagogy, and assessment		★		★		★
Use creative approaches to developing students' mathematics, English, digital and wider employability skills		★		★		★

Embed motivational, coaching, and skills development strategies to help students to progress and achieve		★		★		★
Other						
Evidence of undertaking professional development to maintain knowledge and skills and share through communities of practice	★			★		★
Evidence of keeping up to date with industry/subject specialism knowledge, skills and behaviours	★			★		★
Engage with stakeholders including employers and the community to improve the learner journey		★		★		★
Use self-reflection and feedback from students, peers, colleagues and stakeholders to identify and act on areas for own improvement		★		★		★
Suitable to work with children and young people (Certificate of criminal record check via DBS)	★		★	★	★	★
Acting within statutory frameworks which set out professional duties and responsibilities in FE	★	★		★		
Keeping students safe and well, including working with experts in relation to safeguarding, Prevent, and welfare issues, and to uphold British Values	★			★		★