

Job Description

Engineering Lecturer (Higher Education Programmes)

The purpose of this role is to deliver on a variety of engineering units within the HE engineering programmes specifically Maths, Science and Principle based units. Ensuring that the students/apprentices receive the highest quality teaching and achieve their outcomes. Included with the role will be the expectation to be able to contribute to a wide variety of industry upskilling programmes and the development of curriculum programmes to meet industry needs.

Curriculum Management and Development

- * Planning and delivering/teaching and assessing on a variety of courses within HE engineering particularly around the subject of Maths, Science, materials, Principles, Thermodynamics.
- * Ensuring schemes of work are produced to meet the requirement of the course and consistent assessment procedures are continually maintained
- * Preparation of assignments, internal test and examination papers
- * Monitor, review and evaluate student progress.
- * Keep accurate records of students, student reviews, assessments and resource use and give feedback to employers/parents as required
- * Participate in standardisation and verification/moderation as required.
- * If a course leader, you will be responsible for the accuracy of exam entries/registrations for the course/subject and liaison with examinations department, other team members and external exam entries/registration awarding bodies as appropriate
- * Keep up to date with any awarding body changes to specifications or assessment requirements – ensure changes are reflected in delivery
- * Ensure good student behaviour, attendance and punctuality in all academic situations and report indiscipline as necessary to the Engineering Manager
- * Embed maths, English, Employability, Equality and Diversity, Health and Safety and ICT within teaching and learning
- * Assist and advise students on matters relating to career progression
- * Contribute to the development of the Engineering and related curriculum area including the preparation of learning materials, student assessments and digital online resources

- * Liaise with the EM and other Managers as appropriate, including pastoral support and administrative departments to facilitate high quality education and pastoral care
- * Continually update own professional development through participation in internal and external training, employer visits and visits to appropriate organisations to ensure up to date knowledge

Quality Assurance

- * Implement and contribute to the development of the College's Quality Assurance systems and comply with awarding/funding body regulations

Human Resource Management

- * Team participation: all members of team are required to contribute to ensure team responsibilities are discharged as effectively as possible

Financial & Resources

- * Propose to the Engineering Manager requests for teaching aids and equipment relating to courses delivered
- * Liaise with the Engineering Manager over timetabling services

Marketing & Communication

- * Engage in marketing activities as requested by the Engineering Manager, assisting in the promotion of the College and recruitment for full and part time courses
- * Attend Open Days/Evenings
- * Assist in the recruitment of students
- * Liaise with local industry and commerce to enhance the college's local links
- * Promote the Subject area in relation to outside bodies

Responsible To

Curriculum Manager

Terms & Conditions

Hours: 22.5 hours per week, 52 weeks per annum

Holidays: 22.5 days per annum plus statutory bank holidays

Directed Scholarly: 6 days per annum

Salary:

£26 023 - £34 259 (FTE)

Dependent upon meeting the criteria for the role

Actual = £15 825 - £20 833

Note

This Job Description is current as at June 2022. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Lecturer In Engineering (He Programmes)

	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>	
<u>Qualifications</u>				
Level 3 qualification in Engineering or related subject	X			A
Degree or equivalent in Engineering		X		A
Teaching or Training qualification		X		A
If no qualification, being willing to work towards one	X			I
Current driving licence	X			A
Assessor/verifier qualifications		X		A
<u>Professional Experience</u>				
Strong practical and theoretic engineering skills and knowledge	X			I
Experience of teaching, training or mentoring apprentices or young people in either an educational or work place setting	X			I
Ability to communicate and impart knowledge of engineering practice in industrial settings such as production or manufacturing	X			I
Recent successful experience of teaching			X	I
Working with 14 – 19 year olds		X		I
Working with mature students		X		I
<u>Personal</u>				
Ability to work with a team of committed staff	X			I
Excellent communication skills	X			I
Potential to organise and administrate	X			I
Ability to work to deadlines	X			I
Willingness to work flexibly across different groups of learners		X		I
Positive attitude	X			I
<u>Key</u>				
A - Application				
I - Interview				
R - Reference				