

# Loughborough College

## Job Description

### 1. Job Details

Job Title:	Lecturer in Motor Vehicle/Motorsport
Department:	Advanced Manufacturing and Technology
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Pay Grade:	G4
Date of Job Evaluation:	April 2022
Annual Salary:	£25,847 - £31,557 per annum (plus £3,000 discretionary market supplement)
Date:	May 2022

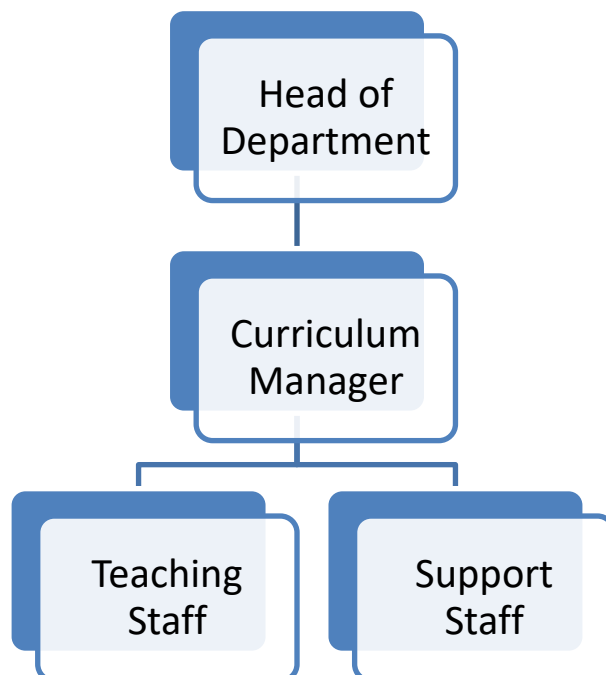
### 2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- To prepare lesson plans materials and resources for individual sessions utilising a range of media.
- To deliver high quality and challenging learning experiences.
- To lead and devise appropriate assessments and assessment strategies and feedback to learners through a variety of formative and summative assessment methods.

- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum.
- To undertake course leadership role as appropriate.
- To play a key role in quality assurance and quality improvement, for example lead IV role.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

## 7. Key Result Areas

Action	Result
<b>Lead on curriculum development</b>	Resourced programmes of study
<b>Lead on the planning, preparation, delivery, and assessment of effective learning programmes</b>	To ensure learners achieve
<b>Create and apply effective differentiation and stretch and challenge techniques</b>	To ensure all learners achieve to the best of their ability
<b>Monitor progress in lessons and disseminate learner progress with key staff</b>	To ensure learners are on track to achieve their target grades
<b>Lead on development of assessments/assessment strategies and give high quality feedback</b>	To ensure learners can meet their targets and progress
<b>To participate in moderation and internal verification</b>	To ensure Awarding Organisation criteria are met and academic standards maintained
<b>Participate in and deliver staff development opportunities</b>	To ensure teaching and learning is up to date and maintained to the highest standards

<b>To play a key role in quality assurance and quality improvement</b>	To ensure Awarding Organisation requirements and College KPIs are met
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## 8. Key Working Relationships and Communications

**Internal:** Head of Department, Programme Area Lead / Manager

**External:** Awarding Bodies

## 9. Scope for Impact

*Not applicable.*

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
Inspires people to reach great heights of performance and success through leadership. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
<b>Delivering Excellent Quality</b>	

<p>Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	
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## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in a relevant subject area (or equivalent qualification)	•		Application
2.	Possess a level 5 teaching qualification/equivalent qualification or willing to work towards	•		Application
3.	Good standard of literacy and numeracy. At least GCSE passes Levels 4 to 9 (Grades A-C) in English Language and Maths or equivalent	•		Application
4.	Possess a level 2/3 Vocational qualification in a relevant area	•		Application
EXPERIENCE				
5.	Experience of designing and delivering vocational/academic programmes to learners	•		Application
6.	Experience of delivering and assessing BTEC qualifications	•		Application
7.	Experience in a relevant vocational industry setting or academic background	•		Application
8.	Experience of supporting and managing diverse groups of learners		•	Interview
9.	Proven experience of motivating learners to achieve excellent results		•	Interview
10.	Experience contextualising and embedding learning to meet specific learning needs		•	Interview
11.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
12.	Experience of collaborating with teaching colleagues from other subject areas		•	Interview
SKILLS & KNOWLEDGE				
13.	Possess a vocational background knowledge and an ability to engage with vocational content		•	Interview
14.	Excellent teaching and learning skills		•	Interview

15.	Experience of active learning and assessment methods		•	Interview
16.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context		•	Interview
17.	Work flexibly and to deadlines	•		Interview
18.	Excellent planning, administration and organisational skills	•		Interview
19.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
20.	Work independently and as a part of a team	•		Interview
21.	Provide clear feedback to learners and key staff		•	Interview
<b>BEHAVIOURS</b>				
22.	Work effectively with colleagues as part of team	•		Interview
23.	Motivate and relate with learners from a range of different cultural backgrounds	•		Interview
24.	Comply with professional standards at work	•		Interview
25.	Show commitment to the improvement and maintenance of standards	•		Interview
26.	Promote the College's equal opportunities policy and practices	•		Interview
27.	Ensure the safeguarding of learners	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2022 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	