

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Light Vehicle Mechanical Lecturer</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Automotive Engineering</b>
<b>Salary Grade:</b>	<b>£29,127-£44,060 (Qualified Lecturer)</b>

### JOB ROLE

**Sandwell College is a large Automotive training provider and are looking to appoint a Light Vehicle Lecturer on a fulltime basis to support students who want to work in the automotive industry.**

The role requires you to be able to work as part of a team and be an excellent communicator.

You must be able to work on your own initiative and present yourself as a good role model.

The role requires you to have excellent maths, English and IT skills.

You will have good administrative skills, be able to develop exciting lessons and promote learning in innovative ways.

The role does not require you to have any formal teaching qualification however you must have excellent knowledge of the automotive industry, be qualified to level 3 in Light Vehicle Mechanics and be willing to take on a formal teaching qualification.

### KEY DUTIES

No	Description of Duties
1	To guide and support learners in their progression and achievement of a qualification through effective and engaging lessons, along with regular assessments that ensure the implementation of learning is taking place
2	Deliver and facilitate assessment and training in light vehicle mechanics that encourages accelerated learning and results in new knowledge and skills
3	Use information Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
4	Deliver programmes in line with the college prospectus

5	Participate in the development of the curriculum
6	Monitor and review learner issues on a regular basis, taking any necessary action to limit the number of early leavers
7	Manage and complete both business and personal administration within given timescales i.e. delegate satisfaction surveys, reviews and reports etc
8	Ensure knowledge of all subject areas including technical training and continued professional development (CPD) is kept constantly updated
10	Work as part of the automotive team and give feedback, offer ideas and suggestions for improving team performance
11	Understand where the role fits within the programme team and work closely with colleagues on specific projects.
12	Maintain records for both academic and administrative purposes
13	Take responsibility for courses and tutorship
14	Have and agreed teaching load
15	Use your knowledge to teach to the highest standards at all times
15	Carry out any other duties in accordance with the procedures specified in the college policies

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title:**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1.</b>	<b>Qualifications</b>		
1.1	Educated to GCSE level grade C or above including Maths & English (or equivalent)	✓	
1.2	NVQ Level 3 or Equivalent in Light Vehicle Repair and Maintenance	✓	
1.3	Certificate in Education or Level 5 Teaching Qualification or working towards		✓
<b>2.</b>	<b>Experience</b>		

Shortlisting Criteria		Essential	Desirable
2.1	Minimum 5 years' experience in the Automotive Industry	✓	
2.2	Experience of teaching or training		✓
2.3	Up to date knowledge of Industry practices and procedures	✓	
<b>3. Skills/Abilities</b>			
3.1	Be able to present information to learners and colleagues using ILT	✓	
3.2	Ensure a high level of confidentiality at all times and work effectively as a team player maintaining the highest professional standards	✓	
3.3	Ability to work under pressure to meet deadlines and targets	✓	
3.4	Undertake appropriate training when required to do so	✓	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Flexibility in Delivering training and assessments at external training venues during some evenings	✓	
4.3	Prepared to actively participate in new developments	✓	
4.4	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
<b>5. Other Requirements</b>			
5.1	Hold a valid UK driving licence and have the use of a vehicle		✓
5.2	Subject to an enhanced DBS check	✓	