Loughborough College
Job Description
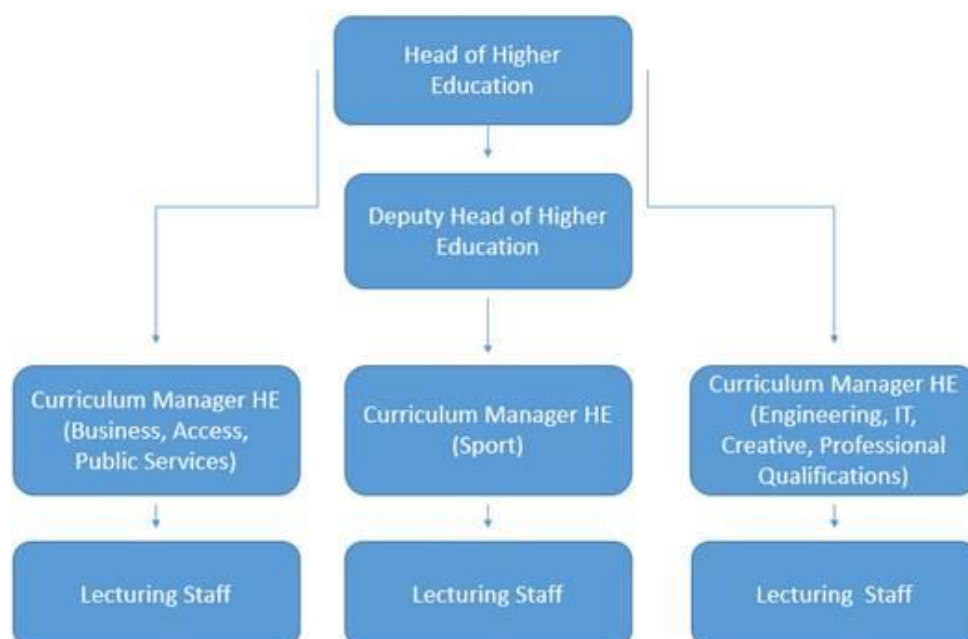
1. Job Details

Job Title:	Lecturer in Engineering Higher Education
Department:	Higher Education
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Hay Grade:	G3/G4
Date of Job Evaluation:	May 2018
Annual Salary:	£25,847 - £31,557 per annum (plus discretionary £3,000 market supplement)
Date:	June 2022

2. Job Purpose

To deliver innovative, inspirational teaching and learning in electrical and/or electronic engineering and related subjects to HE students, full-time, part-time and apprentices.

3. Organisation chart

Job Description Template
Applicable to: All Staff
Approved by: VP People and Planning
Accessible to: All Staff

Page **1** of **6**

Document Ref: **HR-F003**
Last Review: June 2018
Next Review: June 2021
Owner: HR

4. 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.

5. 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 students, 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 deliver high quality and challenging learning experiences at Higher Education levels 4, 5 and 6 on HNC, HND and Bachelor's programmes in Mechanical, Electrical/Electronic, Manufacturing Engineering and potentially on BEng Sustainable Engineering.
- To collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.

- 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.

6. Key Result Areas

Action	Result
Create and apply effective differentiation and stretch and challenge techniques	To ensure all learners achieve to the best of their ability
Monitor progress in lessons and disseminate learner progress with key staff	To ensure learners are on track to achieve their target grades
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained

7. Key Working Relationships and Communications

Internal: Head, Curriculum Manager, Programme Area Lead, Curriculum Staff, Administration Staff, and Support Services Staff

External: Employers and other stakeholders

8. Competency profile

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

Working with Excellent People	Responsiveness
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.
Ensuring Financial Sustainability	**Self-Awareness**
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.
Delivering Excellent Quality	
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.	

Job Description Template   Page **4** of 6   Document Ref: **HR-F003**
Applicable to: All Staff   Last Review: June 2018
Approved by: VP People and Planning   Next Review: June 2021
Accessible to: All Staff   Owner: HR

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in relevant subject area (i.e. Electrical and Electronic Engineering or a related area)	●		Application/ Certificates
2.	Possess a teaching qualification (PGCE, DTTLLS or equivalent) or be willing to work towards	●		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	●		Application/ Certificates
EXPERIENCE				
4.	Significant experience of designing and delivering vocational/ academic programmes to students		●	Interview
5.	Experience of teaching within a HE context		●	Interview
6.	Experience in a relevant vocational industry setting or academic background	●		Application/ Interview
7.	Experience of supporting and managing diverse groups of students	●		Application/ Interview
8.	Proven experience of motivating people to achieve excellent results	●		Application/ Interview
9.	Experience contextualising and embedding learning to meet specific learning needs	●		Application/ Interview
10.	Evidence of effective use of ICT/ILT in all aspects of work	●		Application/ Interview
11.	Experience of collaborating with colleagues from other subject areas	●		Interview
SKILLS & KNOWLEDGE				
12.	Key areas of expertise required (two or more of the following); Electrical engineering theory, Electronics and control engineering, Power electronics, Internet of Things, automation and AI.	●		Application/ Interview
13.	Excellent teaching and learning skills	●		Interview
14.	Experience of active learning and assessment methods	●		Interview
15.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	●		Interview
16.	Work flexibly and to deadlines	●		Interview
17.	Excellent planning, administration and organisational skills	●		Interview
18.	Communicate effectively to a diverse range of stakeholders at all levels	●		Interview
19.	Work autonomously and as a part of a cross-curricular team	●		Interview

Job Description Template   Page 5 of 6   Document Ref: **HR-F003**
Applicable to: All Staff   Last Review: June 2018
Approved by: VP People and Planning   Next Review: June 2021
Accessible to: All Staff   Owner: HR

20.	Provide clear and formative feedback on academic and pastoral issues	●		Interview
21.	Demonstrate your understanding of diversity and inclusion	●		Application/ Interview
BEHAVIOURS				
22.	Work effectively with colleagues as part of team	●		Interview
23.	Motivate and relate with students from a range of different cultural backgrounds	●		Interview
24.	Comply with professional standards at work	●		Interview
25.	Promote the College's equal opportunities policy and practices	●		Interview
26.	Ensure the safeguarding of students	●		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 June 2022 and may be amended in light of changing circumstances following discussion with the post holder.

10.   Job Description Agreement

Job Holder Signature		**Date**	
Manager Signature		**Date**	