

Job Description

Job Title:	Course Leader Motor Vehicle Lecturer (0.6)
Responsible To:	Area Head for Automotive Training
Line Management of other staff:	No
Location:	Colchester
Salary:	Actual Salary £19,342-£23,772 per annum Full-time Salary £32,238 - £39,620 per annum
Date of last review:	September 2024

Purpose Statement:

To teach motor vehicle training and associated subjects at levels 1 - 3 including embedding of English and maths as appropriate. To undertake course leadership and curriculum development duties within the department.

Main Duties & Responsibilities:

1	To prepare teaching/learning materials.
2	To conduct teaching/learning activities appropriate to the needs of individual students, courses, and the curriculum, keeping attendance records and maintaining student discipline.
3	To set, mark and record relevant coursework and assessments.
4	To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate. Contributing to student reports and progress reviews.
5	To, at all times, maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met.
6	To contribute to the work of subject and programme teams, committees, and boards, as appropriate.
7	To actively promote the Institute's programmes, attend open evenings, parent's evenings, careers events, school visits and similar marketing and publicity activities.
8	To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programmes.
9	To contribute to the development of curricula and specialist facilities within the department.
10	To maintain and extend links with external organisations as appropriate.
11	To participate in the college's performance and development review scheme.

12	To develop and update personal professional expertise in the relevant areas.
13	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
14	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

 Course Leader Motor Vehicle Lecturer
(0.6)

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A
Evidence of continuous professional development (CPD).	✓		A
HNC/HND and/or higher qualification in an engineering discipline.		✓	A
Assessor/Verifier Awards.	✓	✓	A
Experience	Essential	Desirable	How is this assessed?
Industrial experience within the plant maintenance / electrical / pneumatic engineering sector.	✓		A / I
Experience of working with young people.	✓		A / I
Teaching experience.		✓	A / I
Experience of developing effective learning and assessment materials.		✓	A / I
Knowledge and experience of curriculum development.		✓	A / I
Experience of inspiring, challenging and stretching learners during delivery.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Empathy with young people.	✓		I

High commitment to teaching young people and the ability to stretch and inspire them during learning.	✓		I
Excellent IT skills.	✓		I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Ability to undertake workplace assessments.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
Proactive approach to work and the willingness to take on new and challenging tasks.	✓		I
Able to work without supervision.	✓		I
Ability to travel between campuses as required.	✓		I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test