

## **JOB DESCRIPTION**

**Job Title:** Lecturer in Motor Vehicle

**Reports To:** Head of Department - Motor Vehicle

**Direct Reports:** N/A

### **Overall Responsibilities:**

To be responsible for full time and part time provision

To carry out, prepare, teach and assess on a range of motor vehicle courses, teaching programmes in line with College policies and procedure as directed by the Head of Department.

### **Duties and Responsibilities:**

1. Deliver using a wide range of teaching techniques, skills training to learners to facilitate achievement of the Motor Vehicle Diplomas, covering practical, workshop based and classroom based study
2. Plan and prepare teaching and learning programmes for individuals and groups of learners
3. Develop teaching material specific to the programme of study being delivered
4. Act as course tutor to groups of learners within the programme area
5. Track, monitor and report on individual learners progress using the College's systems, and liaise with other personal tutors and others as appropriate
6. Participate in assessment and Internal Quality Assurance activities for the awards being delivered
7. Promote a stimulating learning environment and use a range of teaching and learning strategies and materials, including the use of ILT resources, to encourage development of students' skills and understanding
8. Complete relevant registration/ completion documentation as required by the College, awarding bodies and other external agencies/customers
9. Complete necessary documentation to ensure that the College is able to access appropriate funding and resources and maintain records of all learning support

10. Liaise with learner support staff such as Support Co-ordinators, Dyslexia Co-ordinators, and Learning Support Staff to ensure equality for all learners within the curriculum area
11. Ensure compliance with the College's Equal Opportunities, Health & Safety policies and procedures, and relevant manuals of guidance
12. Complete relevant Health & Safety training as required by the College or Curriculum area
13. Implement Quality Standards and procedures as required by the College and Awarding Bodies
14. Participate in the development of the annual Course Self-Assessment Report
15. Carry out first aid training and obtain a relevant first aid at work certificate
16. Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Department Strategic Plan

## JOB SPECIFICATION

**Role:** Lecturer in Motor Vehicle

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Minimum level 3 qualification in a relevant motor vehicle discipline.</li> <li>• English and mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and mathematics Level 2 within one year.</li> <li>• Certificate in Education or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Equality and diversity training</li> <li>• Assessor Award</li> <li>• Verifier Award</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Ability to teach Motor Vehicle Engineering</li> <li>• Current experience of teaching, assessing or tutoring</li> <li>• Experience of consistently providing a high-quality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of curriculum development and effective implementation in at least two of the following areas               <ul style="list-style-type: none"> <li>• ILT</li> <li>• Functional skills</li> <li>• 14-16</li> </ul> </li> </ul>

	<p>learning experience for all students</p> <ul style="list-style-type: none"> <li>• Evidence of consistently providing a high performance in previous roles/jobs</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Evidence of understanding how to promote equality and diversity within the job role</li> <li>• Experience of working constructively to achieve team objectives and deadlines</li> <li>• Experience of raising student retention and achievement rates</li> <li>• Knowledge of curriculum models</li> </ul>	<ul style="list-style-type: none"> <li>• 16-19</li> <li>• 19+</li> <li>• Experience of using Moodle effectively</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office software confidently</li> <li>• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> </ul>	

	<ul style="list-style-type: none"><li>• A willingness to undertake relevant and appropriate professional development</li><li>• Willingness to continuously update skills and knowledge</li><li>• Flexible approach to work and working times</li><li>• Willingness to work at all locations where Bedford College provides a service</li><li>• Awareness of health and safety requirements relevant to the job</li></ul>	
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