

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Lecturer Mechanical and Manufacturing Engineering</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Area Head Engineering, Manufacturing &amp; Associated Subjects</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range L30-37</b>

### **Purpose Statement:**

To teach mechanical & manufacturing engineering and associated subjects at levels 1 - 3 including embedment of English and maths as appropriate.

To undertake course leadership and curriculum development duties within the faculty.

### **Main Duties & Responsibilities:**

<b>1</b>	To prepare teaching/learning materials.
<b>2</b>	To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline.
<b>3</b>	To set, mark and record relevant coursework and assessments.
<b>4</b>	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 references as required.
<b>5</b>	To, at all times, maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met.
<b>6</b>	To contribute to the work of subject and programme teams, committees and boards, as appropriate.
<b>7</b>	To actively promote the Institute's programmes, attend open evenings, parents evenings, careers events, school visits and similar marketing and publicity activities.
<b>8</b>	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.

<b>9</b>	To contribute to the development of curricula and specialist facilities within the department.
<b>10</b>	To develop and update personal professional expertise in the relevant subject areas.
<b>11</b>	To maintain and extend links with external organisations as appropriate.
<b>12</b>	To participate in the college's performance and development review scheme.
<b>13</b>	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
<b>14</b>	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*