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### **Job Description**

###### Lecturer and Assessor – Mechanical Engineering

Title of Post: Lecturer and Assessor – Mechanical Engineering

School: Technical Apprenticeship School

Reporting to: Engineering Apprenticeship Standards Manager

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 24 – 36

Base: Uxbridge College/Off site

# MAIN PURPOSE:

The post holder is responsible for the teaching and assessment of apprentices working towards their Technical Apprenticeship. The postholder will ensure the retention and achievement of apprentices through the delivery of good practice in teaching, learning and assessment. To teach, develop and improve programmes of study in subjects and courses relevant to the post holder’s knowledge, qualifications and experience.

The role will be based at Uxbridge Campus and place off-site at employers’ premises.

# LECTURER DUTIES

# DUTIES SPECIFIC TO THE POST

All lecturers have a generic list of duties (see below) and some which are specific to the post holder. These include: -

* To teach on a range of engineering standards (Engineering Level 3).
* To assist the Engineering Standards Manager with room and course timetables within the area.
* To assist the Engineering Standards Manager in the initiation, planning and development of new courses/standards within the area of engineering.

# GENERIC DUTIES

# Recruitment of Students

* Participate in open evenings and recruitment activities to ensure that potential applicants and apprentices receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Apprentices

* Carry out apprentice’s inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators and employers to ensure the attendance, retention and achievement of apprentices.
* Understand and keep up to date with apprentice support and learning support arrangements, ensuring apprentices have full information and making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that apprentices receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare apprentices for employability, career progression and/ or further education and training.
* Produce reports and attend events to provide information to parents/ employers.

# Design and Delivery of Programmes

* Teach on a range of standards in relevant subject areas at Level 3.
* Prepare training plans, schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Where appropriate integrate the delivery and assessment of Functional Skills into the curriculum.
* Prepare assessment plans and schedules and ensure apprentices are aware of course expectations.
* Assess apprentices progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of apprentices’ basic skills’ development in the delivery of teaching and learning.
* To ensure that apprentices attend and achieve on all areas of their apprenticeship

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, apprentices progress and other required documentation.
* Participate in the College’s staff appraisal and mentoring schemes.

# Quality

* Carry out apprentices’ questionnaires and elicit apprentices feedback on the quality of teaching and learning.
* Contribute to programme reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy.
* Carry out any other duties commensurate with the scale and grade of the post.

**ASSESSOR DUTIES**

1. Assess apprentices following Apprenticeship programs in engineering programmes in their workplaces and in College.
2. Monitor and review progress of apprentices in College and in the workplace
3. Liaise closely with workplace supervisors/mentors and college staff to support the apprentices with their achievements.
4. Maintain Onefile monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
5. Develop apprenticeship assessment plans to observe the apprentice in the workplace.
6. Keep records of apprentices’ progress and ensure that all necessary documents are recorded on OneFile.
7. Comply with all administrative requirements in documentation, registration with awarding bodies and completion of information for internal verification.
8. Attend team meetings as required.
9. Promote information and participate in the processes for internal verification.
10. Actively develop links with potential employers to increase opportunities for student employment/placements.
11. Track trainees’ achievement and keep a record of this.
12. Attend College theory/practical/ Off the Job lessons for assessing and supporting the use of OneFile and the learner journal.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**Lecturer and Assessor - Mechanical Engineering**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed?\*** |
| Qualifications |  |  |  |
| Minimum level 4 qualification in Mechanical Engineering  | **** |  | Cert/AF |
| Minimum Level 5 teaching qualification recognised by the FE sector (e.g. DET, PGCE)\*\* or willingness and ability to work towards teaching qualification, supported by the College | **** |  | Cert/AF |
| Assessor award (e.g. A1 or equivalent) or willing to undertake training, supported by the College | **** |  | Cert/AF |
| Internal verifier award (e.g. V1 or equivalent) or willingness to work towards one  |  | **** | Cert/AF |
| Current clean driving licence and personal transport | **** |  | AF/IV |
| Skills and Experience |  |  |  |
| Experience in using OneFile or Smart assessor  |  | **✓** | AF/IV |
| Up to date experience of teaching and/or assessing within Mechanical Engineering  | **✓** |  | AF/IV |
| Ability to build effective working relationships with students/apprentices and employers | **✓** |  | AF/IV |
| Ability to engage and motivate apprentices | **✓** |  | AF/IV |
| Strong organisation and administration skills, and ability to track and monitor students’ progress | **✓** |  | AF/IV |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Flexibility and willingness to work outside of normal office hours | **✓** |  | AF/IV |
| Self-motivation | **✓** |  | AF/IV |
| Knowledge of working with awarding bodies |  | **✓** | AF |
| Understanding of Apprenticeships Standards and Accountability Framework | **✓** |  | AF |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Commitment to own Continuing Professional Development | **✓** |  | AF/IV |
| Ability and willingness to travel to employers’ premises in West London and surrounding areas | **✓** |  | AF/IV |
| Understanding of, and commitment to, Safeguarding and Equality and Diversity  | **✓** |  | IV |
| Good understanding of Health and Safety | **✓** |  | IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test (Micro-teach/Skills test) Cert = Certificates checked on induction