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### **Job Description**

###### Lecturer Mechanical Engineering - Apprenticeships

Title of Post: Lecturer Mechanical Engineering - Apprenticeships

School: Technical Apprenticeship School

Reporting to: Engineering Operational Manager

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 24 – 36

Base: Uxbridge College

# MAIN PURPOSE:

The post holder is responsible for the teaching 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.

# 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&4).
* To assist the Engineering Operational Manager with room and course timetables within the area.
* To assist the Engineering Operational 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.
* 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&4.
* 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.
* Maintain Onefile monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
* Keep records of apprentices’ progress and ensure that all necessary documents are recorded on OneFile.
* Comply with all administrative requirements in documentation, registration with awarding bodies and completion of information for internal verification.
* Attend team meetings as required.
* Promote information and participate in the processes for internal verification.
* Track trainees’ achievement and keep a record of this.
* Attend College theory/practical/ Off the Job lessons for assessing and supporting the use of OneFile and the learner journal.

# 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.

# Safeguarding Children and Vulnerable adults

# Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.

# Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**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 - Mechanical Engineering - Apprenticeships**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed?\*** |
| Qualifications |  |  |  |
| Degree in Mechanical Engineering  | **** |  | Cert/AF |
| Maths and English at GCSE Grade C / 4 or equivalent, or willing to achieve | **** |  | 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. CAVA or equivalent) or willing to undertake training, supported by the College | **** |  | Cert/AF |
| Internal verifier award 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, or the ability and willingness to learn these systems  | **✓** |  | AF/IV |
| Experience of teaching and/or assessing at Level 3 and 4 within Mechanical Engineering  | **✓** |  | AF/IV |
| Ability to build effective working relationships with apprentices and employers | **✓** |  | AF/IV |
| Ability to engage and motivate apprentices at Level 3 and 4 | **✓** |  | AF/IV/T |
| Ability to deliver subject content and assess learners at the appropriate level for Level 3 and 4 | **✓** |  | AF/IV/T |
| 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 |
| Good IT skills (e.g. MS Office) | **✓** |  | 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

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS

(Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.