

## JOB DESCRIPTION

<b>Job Title:</b>	Electrical/Electronic Engineering Lecturer
<b>Responsible to:</b>	Head of Department
<b>Functional Liaison with:</b>	Programme leaders Course Teams including English and Maths tutors Personal Support Tutors Staff both within and outside the Department as required
<b>Main Purpose:</b>	Plan, deliver, assess and support learners on a range of FE and HE programmes of study in Engineering. To contribute to the continuing development of courses and curriculum within the Department.
<b>Maximum Annual Teaching Hours:</b>	900

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

1. Teach and assess on a range of FE programmes including BTEC Level 3 Engineering, as required by the Head of Department. The knowledge and ability to teach on Engineering and related HE programmes would be advantageous.
2. Participate in the development of existing and new course programmes and to assume responsibility for areas of work as appropriate.
3. Participate in Departmental and programme Team meetings, curriculum planning and materials development, including electronic resources, as appropriate.
4. Assist with marketing and publicity of all courses within the Department as required.
5. Attend parent evenings, career and other events as appropriate such as open events.

6. Liaise with moderators, assessors, external verifiers, awarding bodies and professional industrial bodies as appropriate.
7. Contribute to the internal and/or external verification, as required
8. Participate in College and Departmental initiatives, to ensure updating of skills in line with personal and professional development.
9. Teach at any of the College's regional centres, as required.
10. Undertake at least 30 hours personal, professional development annually, making a strong commitment to the development and accreditation of management and IT skills.
11. Undertake any other duties commensurate with the grade as directed by the Head of Department
12. Track, monitor and report on the progress of students on the programme, ensuring that timely and effective intervention and support-including first stage disciplinary- is provided.
13. Responsible for writing termly student progress reports.
14. Contribute to the Programmes annual self-assessment report.
15. Ensure the health, safety and wellbeing of all stakeholders' students.
16. Ensure responsibility for all College resources, physical, intellectual and virtual

## Person Specification

<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Evidence</u></b>
<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Teaching Qualification or Willingness to undertake any training or development as or when appropriate. It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post.</li> </ul> <p><b><u>Knowledge/Skills</u></b></p> <ul style="list-style-type: none"> <li>• Effective team player</li> <li>• Excellent communication skills.</li> <li>• Good customer service skills.</li> <li>• Excellent IT skills.</li> <li>• Excellent time management skills</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of general Engineering subjects. – essential</li> <li>• Knowledge of related industries and employment opportunities within it. – essential</li> </ul> <p><b><u>Personal Qualities:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work with young people in a supportive way.</li> <li>• Ability to work as part of a team.</li> </ul>	<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• A degree in Electrical Engineering or related subject, or an equivalent relevant professional qualification. – desirable</li> <li>• Masters or PHD in electrical engineering or related subject</li> </ul> <p><b><u>Knowledge/Skills:</u></b></p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul> <p><b><u>Personal Qualities:</u></b></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.