

JOB DESCRIPTION

POST:	Lecturer in Automotive Engineering
POST REF:	23-24/04/03
SALARY:	Lecturers (Qualified) Scale MG1 – UP3 (£30,620 rising to £47,331 pro rata) Please note that for candidates without appropriate teaching qualifications, the Associate Lecturer Scale will apply. Associate Lecturer Scale 1 – 4 (£24,049 rising to £28,381 pro rata)
HOURS PER WEEK:	37 hours per week
TEACHING HOURS:	24 teaching hours
WEEKS PER ANNUM:	52 weeks per annum
BASE CAMPUS:	Cardigan Campus
RESPONSIBLE TO:	Curriculum Area Management Team
COMMENCEMENT DATE:	To be confirmed pending satisfactory Disclosure and Barring Service (DBS) Certificate and Education Workforce Council (EWC) Registration for FE Teacher
TEMPORARY/PERMANENT:	Permanent

1. INTRODUCTION

The Corporate Board is committed to appointing staff who will display initiative and enthusiasm, and further enhance the reputation of the College through a commitment to working as a member of a team and producing work of high quality. The post provides an exciting and challenging opportunity for a pro-active and innovative person.

The automotive engineering provision is based at the Cardigan campus although lecturers may occasionally be required to work at off-site venues, e.g. partner schools, commercial sites and events.

College Ceredigion is committed to promoting the college's mission: Inspiring Learners, Fulfilling Potential, Achieving Excellence and places the learner, and teaching and learning at the heart of its ethos. It is a faculty that embraces new technologies to support learning and promotes consistent tracking and monitoring to ensure that every learner fulfils their potential. Progression is also a predominant feature and each programme area is encouraged to provide clear progression routes from Level 1 through to higher education/apprenticeships or employment.

This post provides an exciting opportunity to contribute to the work of the Curriculum Area on future developments.

2. SPECIFIC RESPONSIBILITIES

The successful applicant will be required to:

- 2.1 Contribute to the teaching, assessment and co-ordination of programmes of study leading to Levels 1, 2 and 3 in Automotive Engineering.
- 2.2 Contribute to the teaching and development of other PT and commercial programmes, e.g. short courses.
- 2.3 Undertake an Assessor or internal verifier qualification within a year of appointment (if unqualified).

- 2.4 Assume role as Course Tutor.
- 2.5 Undertake assessment and verification duties.
- 2.6 Contribute to the development of new courses and creation of a culture of innovation and commercial activities.
- 2.7 Carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College.

3. **GENERIC RESPONSIBILITIES**

All lecturers will be required to:-

- 3.1 Contribute to all forms of pedagogic work including classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and learner work placements. This will normally entail associated organisational administrative work, preparation and assessment, internal verification, learner targets and tracking, learner support and appropriate welfare and academic counselling responsibilities.
- 3.2 Contribute to the management of the curriculum within your programme area to include interviewing and guidance, induction, initial assessment, and meet targets on retention, attendance and successful completion.
- 3.3 Participate and contribute to aspects of curriculum development within the faculty, the college and with partner schools, other educational establishments, stakeholders and employers.
- 3.4 Be involved in and adhere to all aspects of the curriculum areas quality control systems and cycle including the internal verification/moderation of assessed work ensuring deadlines are met.
- 3.5 Contribute to the learning programme evaluation report and regularly update the quality development plan.
- 3.6 Execute the role of a Programme Co-ordinator e.g. Learning Programme Co-ordinator, Course Leader where appropriate.
- 3.7 Participate in the assessment, recording and reporting of learners work and progress and to communicate and consult with parents / carers of learners and/or employers when required.
- 3.8 Where appropriate liaise with registry/examinations/campus office to effectively administer examinations and external assessments.
- 3.9 Where appropriate invigilate examinations and assessments.
- 3.10 Maintain good order and discipline amongst all learners inside and outside the classroom. Record and monitor this behavior in accordance with the college's systems and policies.
- 3.11 Identify and report to an appropriate person any concerns relating to the safeguarding of learners or related at risk people.
- 3.12 Adhere to the college health and safety procedures and protocols both on and off site, including educational visits protocols and procedures, where necessary completing and updating appropriate risk assessments in a timely manner.
- 3.13 Participate in meetings which relate to curricular, quality, administrative or organisational matters.
- 3.14 Participate in external and internal marketing and admissions activities, including open evenings and learner interviews.
- 3.15 Ensure the programme/course information you are responsible for is updated using the college database and produce suitable marketing materials.
- 3.16 Communicate with the marketing department good news stories to maintain a high profile for your area and the college, including engaging with social media.

- 3.17 Share collective responsibility as a member of the Curriculum area for:
- Developing and promoting the College's Strategic Plan;
 - Be aware of and contribute to achieving the bench mark targets for your areas of responsibility;
 - Providing information and advice to the faculty management team;
 - Managing effectively and efficiently any resources allocated within an agreed budget;
 - Developing a culture of bilingualism and Welsh medium within your curriculum;
 - Contribute to the increase of commercial activity leading to less reliance on core funding;
 - Ensuring, as a member of the curriculum area team, that appropriate steps are taken to:
 - Implement College policies and procedures with respect to equal opportunities;
 - Adhere to approved disciplinary and grievance procedures;
- 3.18 Implement agreed measures to monitor and improve the quality of experience for learners.
- 3.19 Represent the College at any local, national or international forum at the request of the Executive.
- 3.20 Work with the Principalship, Executive and Faculty Directors to ensure that the College meets its aims and objectives, quality standards and performance targets.
- 3.21 Fulfill the role of 'Personal Tutor' as indicated in the following section.
- 3.22 Undertake such other relevant duties as may reasonably be determined by the Principal, commensurate with the grade, at the initial place of work, at other locations within the College, at outreach center's or even franchising commitments abroad.

4. **ROLE OF PERSONAL TUTOR**

The tutorial group is a fundamental unit in the organisation of the College. Personal tutors, therefore, are of central importance in the delivery of the whole curriculum. It is expected that strong relationships will be developed within the tutor group, so that learners will grow in security and responsibility, develop good study and leisure habits, enjoy contributing to the life of the College and community, and acquire a capacity for sensible decision making.

Most staff will be allocated a group of learners whose areas of study will, as far as practicable, include the tutor's specialism.

Personal tutors will be expected to:

- 4.1 Liaise with the Director of Learning Support in the operation of a coherent cross-College personal tutor system.
- 4.2 Ensure that learners are enrolled for appropriate curricular experience.
- 4.3 Complete and monitor the ISLA's to ensure accuracy.
- 4.4 Regularly monitor, discuss and report on the progress of learners in the group on the basis of information provided by subject lecturers and learning programme leaders.
- 4.5 Ensure that a full set of information (i.e; pastoral and qualifications) is created and regularly updated on each learner in the group.
- 4.6 Ensure learners complete course monitoring surveys and feed into the Learner Voice programme.
- 4.7 Compile learner progress reports as required and contribute to the work of learner IAPs.
- 4.8 Monitor the attendance of learners in the group on the basis of the information provided by the College's register system.

- 4.9 Adhere to the college learner disciplinary process when required ensuring the GARI system is updated and individual smart action plans are created and monitored.
- 4.10 Consult with parents/guardians on learner achievement and progress.
- 4.11 Regularly attend personal tutor meetings and CPD sessions.
- 4.12 Be available for discussion with learners about personal welfare, and to refer learners to appropriate agencies inside and outside the College.
- 4.13 Ensure that learners are fully aware of the College system of careers and Higher Education guidance.
- 4.14 Prepare references for HE or employment and disseminate the information in a timely manner to the appropriate parties.

5. PERFORMANCE REQUIREMENTS

5.1 Professional Responsibilities

Adhere to Educational Workforce Council Wales Regulations 2015 and the College's Code of Conduct.

The duties and responsibilities of lecturing staff are of a professional nature, are wide ranging and will vary according to the experience and responsibilities of individuals.

It is therefore expected that:-

- You will be punctual and prepared for all your teaching classes.
- You will adhere to the college Respect and Equal Opportunities policies
- You have a responsibility to enhance the quality of the educational provision.
- You must endeavour to promote individual learner progression through the stages of learning and into employment or further study.

5.2 Continuous Professional Development

You are required to take part in continuing professional development in accordance with the College's policy which includes:

- A requirement to undertake 30 hours of continuing professional development every year (pro-rata for part time staff)
- Actively engaging in your staff appraisal / performance management and review process based on an assessment of individual and college needs.

6. PERSON SPECIFICATION

6.1 Qualifications

Level 3 or equivalent in Automotive Engineering	Essential
Relevant Higher Academic/ Vocational qualification in Automotive Engineering	Essential
Teaching qualification (If you are not in possession of a teaching qualification as at the date of employment, you will be required to obtain a PGCE within 2 years of this date)	Essential
GCSE English at minimum Grade C or O Level equivalent	Essential
GCSE Mathematics at minimum Grade C or O Level equivalent	Essential
Documented evidence of appropriate Professional Development	Essential

6.2 Experience

Relevant teaching experience	Desirable
Relevant industrial experience in the Motor Vehicle Engineering sector	Essential
An understanding of Hybrid and Electrical cars (training can be provided)	Desirable
A good understanding of relevant issues in post 16 education	Desirable
A proven track record of high levels of learner attainment	Desirable
Awareness of key performance indicators	Desirable
Evidence of innovative teaching and learning activities	Desirable
Evidence of effective tracking and monitoring of learner performance	Desirable
Experience of actively participating in the pastoral care of young people	Desirable

6.3 Personal Attributes

Excellent interpersonal and organisational skills	Essential
Ability to work harmoniously with students and colleagues	Essential
Ability to work under pressure and to tight deadlines	Essential
Creative flair and innovative practical skills	Essential
Relevant ICT skills	Essential
Good literacy and numeracy skills and ability to communicate effectively at all levels both orally and in writing	Essential
Sound understanding of digital literacy	Desirable
Excellent punctuality and ability to work flexibly	Essential

6.4 Other

A current driving licence	Desirable
Willingness to drive a college minibus	Desirable
Willingness to contribute to develop extra-curricular activities	Desirable

6.5 Welsh Language:

Welsh Oracy (Listening/Speaking)	Level 0/1
Welsh Literacy (Writing/Reading)	Level 0/1
(See detailed Language Level Descriptors attached)	

7. NOTES

- 7.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 7.2 This job description is valid as at April 2024. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes are agreed.
- 7.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 7.4 As a requirement of your employment, you are required to be appraised as agreed within the Coleg Ceredigion Staff Appraisal Scheme.