Job Description

JOB TITLE: Lecturer in Engineering

SALARY: T1 – T11 £24,489.60 - £35,272.80 (£30,612 - £44,091 FTE)

STATUS: Established

DEPARTMENT: Engineering

HOURS: 0.8 FTE

REPORTS TO: Head of Department

CAMPUS: Slough & Langley College

JOB PURPOSE: To provide high quality teaching and assessment in the subject area, including an understanding of engineering principles, microcontrollers, product design and manufacture. Ensuring an excellent quality of education, training and actively encouraging and promoting student learning.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1.   Student Learning
2.   Curriculum Development
3.   Pastoral Care
4.   Administration
5.   General Responsibilities

1. Student Learning

- Effective delivery and management of a teaching program within the areas of competence of the post holder paying due regard to student progression towards successful completion.
- Regular assessment of student progress and preparation of appropriate progress reports. This will also include the development of assessment strategies to meet the learning objectives (as set out in Unit Guides) through the medium of 'Schemes of Work'. The recording and monitoring of student progress through effective evidence-based tracking.
- Provide accurate, timely data and information including registers, withdrawals, transfers, assessment, examination results, and progress reports.

- Maintain student morale and discipline inside and outside 'the classroom' within the College site and in conjunction with college management.
- ILP – Actively engage with the student electronic ILP platform to monitor student progress, record interventions and
- Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
- Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.
- Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
- Develop and maintain links with industry/commerce within the overall framework of such links throughout the College.
- Attendance at relevant parents'/open evenings.
- Undertake course co-ordination responsibilities when required.

2. Curriculum Development

- Develop existing and/or new courses together with other members of the team/s.
- The development of programs of study including apprenticeships, which satisfy the specifications laid out by different awarding bodies.
- Creates assessment specifications.
- Evaluate and review the curriculum.
- Conduct student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes
- Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
- Ensure curriculum is industry relevant

3. Pastoral Care

- Assists learners to choose the learning program that most effectively matches their hopes and aspirations
- Assists in the design of individual action plans and negotiates individual students' performance objectives
- Helps learners identify and resolve matters which impede their progress.
- Documents individual student progress as directed by the Head of Department.
- To be a personal tutor for a year group/s or course group/s.
- Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the College.
- Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.

4. Administration

- Contributes to the effective and efficient working of the Department.
- Maintains appropriate files and records.
- Controls resources as directed by Head of Department.

- Implements College policies and rules.
- Contributes to the attainment of the College's strategic objectives, as appropriate.
- Complies with all College policies, practices and procedures.

5. **Any other duties commensurate with the grading of this post may be required from time to time.**

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found here.

The post holder is required to have a commitment to:
- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy.
- The principles and procedures set out in the College's Data Protection Policy

December 2022

PERSON SPECIFICATION
Lecturer in Engineering

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Relevant professional qualification at a minimum of level 3	✓		AF
Level 2 Maths and English	✓		AF
An Endorsed Teaching Qualification, or willingness to work towards one (within 3 years)	✓		AF
TAQA / A1 and V1 awards, or willing to work towards (within 3 years	✓		AF
EXPERIENCE			
Recent relevant professional / industry experience in the specialist area that they will be teaching	✓		AF/IV
Relevant and successful experience of teaching across a variety of levels and delivering apprenticeship frameworks / standards		✓	IV
Experience of course development, improvement and tutoring		✓	IV
Experience of writing study programmes which satisfy the specifications laid out by different awarding bodies		✓	IV
SKILLS, KNOWLEDGE AND ABILITES			
An effective communicator with demonstrable oral and written English	✓		AF/IV
The ability to develop English and Maths within a learning environment and applying to a vocational context	✓		IV
Meet the required college IT standards specific for the role – Microsoft Office, Outlook, accessing data and actively engaging with the electronic ILP platform	✓		AF/IV
Ability to deliver creative and innovative teaching which inspires and engages all learners	✓		IV
Proven ability to work independently and as part of a team	✓		IV

	✓		
Good administrative skills with the ability to organise work and meet deadlines	✓		AF/IV
Demonstrate an understanding of the importance of Safeguarding Equality and Diversity Policies and ways of addressing these through teaching and learning	✓		IV
Commitment to developing own practice and continuing professional development	✓		IV
Be highly organised, methodical, and have a flexible approach to working practices.	✓		IV
How do you demonstrate the following set of qualities which are driven through WFCG Values?			
A commitment to inclusion and integrity – demonstrating an honest, fair, open and supportive attitude to colleagues and students to help them improve their performance	✓		IV
Proven resilience in taking personal accountability for managing challenging situations and relationships	✓		IV
Be able to work flexibly and meet deadlines under pressure	✓		IV

KEY:
Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview.
All of the elements marked AF/IV will also be assessed at interview.
All or some of the elements may be assessed by the Test/Presentation