



**Job Description & Person Specification**

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| <b>Post Title:</b>     | <b>Lecturer in Automotive Engineering</b> | <b>Department:</b>    | <b>Engineering and Construction</b> |
| <b>Hours per week:</b> | <b>37 hours per week</b>                  | <b>Contract Type:</b> | <b>Permanent</b>                    |
| <b>Salary:</b>         | <b>£21,610 – 34,515 per annum</b>         | <b>Location:</b>      | <b>North Road</b>                   |
| <b>Reports to:</b>     | <b>Learning Manager</b>                   |                       |                                     |

**Job Description**

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| <b>1.</b> | <b>Department Overview</b>   |
|           | <p>We have 1200 learners within Engineering; this is a mix of both full time and apprentice learners. The Area employs over 42 staff who are deployed across our curriculum which covers:</p> <ul style="list-style-type: none"> <li>• Automotive</li> <li>• Marine</li> <li>• Boat building</li> <li>• Composites</li> <li>• Engineering</li> <li>• HE</li> <li>• HNC</li> <li>• Electronics</li> <li>• Construction and Built Environment</li> </ul> <p>For the outstanding candidate this is an excellent opportunity to not only work at Bournemouth and Poole College, but also to be part of a successful team.</p>  |
| <b>2.</b> | <b>Purpose of the Role</b>   |
|           | <p>The purpose of this post is to deliver high quality and effective teaching and learning to Bournemouth and Poole College students. The post holder may also act as a personal tutor to students.</p>  |
| <b>3.</b> | <b>Key Accountabilities &amp; Duties</b>   |
|           | <p>Key Accountabilities &amp; Duties</p> <ul style="list-style-type: none"> <li>• Participate in the delivery of the curriculum by using a variety of teaching methods in order to ensure effective learning.</li> <li>• Design learning packages linked to the 'learning for all' curriculum, to meet the needs of learners and the workplace.</li> <li>• Work with a wide variety of learners at various levels.</li> <li>• Assess learner progress and maintain records of assessment in order to agree precise, clear and innovative learning plans.</li> <li>• Work in collaboration with colleagues as part of a professional team in order to meet the continuous development demands of this area.</li> <li>• Contribute to the development and delivery of a range of educational programmes including identifying learning objectives; determining, designing and producing study material; planning course/study programme delivery.</li> </ul> |

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|    | <ul style="list-style-type: none"> <li>• Contribute to high quality learning experiences using a variety of teaching and learning methods.</li> <li>• Ensure that teaching is based on current best available practice and is consistent with a high standard of practice.</li> <li>• Provide academic and pastoral support to students in accordance with agreed procedures.</li> <li>• Create an outstanding student experience which leads to progression or employment.</li> <li>• Manage student issues within agreed protocols.</li> <li>• Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description annually with the line manager.</li> <li>• Participate in the College's appraisal process and to undertake any training that may be appropriate</li> <li>• Take appropriate responsibility to ensure the health and safety of self and others</li> <li>• Pursue the achievement and integration of equal opportunities throughout all The College's activities</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>   |
| 4. | <p><b>Detailed Duties:</b><br/> <b>The following list is not exhaustive but seeks to encapsulate and cover the range and breadth of activities commensurate with the role.</b></p> <ol style="list-style-type: none"> <li>a) Prepare and develop suitable teaching and learning materials for a range of courses/classes.</li> <li>b) Update and record these using College schemes of learning and/or lesson plans on request.</li> <li>c) Make use of a range of appropriate delivery methodologies including ICT, remote resource based learning.</li> <li>d) Maintain efficient and reliable methods for recording student data on enrolment, attendance, retention and achievement, and ensure rapid and accurate collation for use by The College.</li> <li>e) Attend all classes punctually and complete accurately all class records, including the register of attendance. (E-register).</li> <li>f) Follow correct procedures for recording and dealing with learner disciplinary issues.</li> <li>g) Participate in meetings in order to receive and feedback information pertaining to the continued development of learners, and the department.</li> <li>h) Give support and guidance by attending College promotional events such as parent's evenings, open evenings and school career days, and represent The College within and outside when appropriate.</li> <li>i) Be aware of, and responsive to, the changing nature of The College and adopt a flexible and proactive approach to work. (Evening teaching may be required).</li> <li>j) To participate fully in The College's lesson observation process and work with Quality and Innovation department to continually improve teaching methods.</li> <li>k) Participate in The College's appraisal process and to undertake any training that be appropriate.</li> <li>l) Take appropriate responsibility to ensure the health and safety of self and others.</li> <li>m) Pursue the achievement and integration of equal opportunities throughout all The College's activities.</li> <li>n) To undertake such other reasonable duties as the line manager may require from time to time, and review this job description at least annually.</li> <li>o) Take ownership of the work experience for the learners to ensure each learner has an equal opportunity of being job ready.</li> <li>p) Duties falling within the scope of designated contact hours:</li> <li>q) Scheduled teaching, student assignments and tutorials</li> <li>r) Distance learning support for groups of students</li> <li>s) Employer and workplace/work placement visits</li> <li>t) Educational guidance and counselling</li> <li>u) Supervision of learning programmes</li> </ol> |

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|           | <p>v) Personal tutoring e.g., the carrying out of individual reviews with students, the delivery of group and individual tutorials, workshops (including "Pass-in-Class"). This may be delivered in person or through distance learning</p> <p>w) Support activities as appropriate within the Learning Resource Centres</p> <p>x) Support activities relating to employability, work experience, volunteering</p> <p>y) Support community/personal enrichment activities {including trips related to learning}</p> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>• Preparation of schemes of learning, lesson plans, workshop preparation and assignment schedules</li> <li>• Preparation of learning materials and student assignments</li> <li>• Marking of students' work and of internal examinations and assessments, invigilation work</li> <li>• Preparation of reports on student progress for parents/careers and employers as appropriate</li> <li>• Participation in curriculum development activities</li> <li>• Participation in the recruitment of students and the student admissions process</li> <li>• Representation of the College at internal and external events and meetings</li> <li>• Attendance at consultation evenings, open evenings and award events</li> <li>• Completion of College paperwork in relation to student disciplinary matters</li> <li>• The application of all aspects of The College's quality processes, including (but not limited to) course reviews, self-assessment reports</li> <li>• Internal verification</li> <li>• Course/Study Programme co-ordination</li> <li>• Overseas travel and residential programmes</li> <li>• Travel within the working day and between sites.</li> <li>• Attend staff development events as appropriate</li> <li>• Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements</li> <li>• Sourcing and completing Industrial/commercial and academic professional and technical skills</li> <li>• Planning and appropriate arrangements for student visit programmes</li> <li>• Research and other forms of scholarly activity</li> <li>• Promotion of College activities</li> <li>• Schools liaison</li> <li>• Liaison with parents/guardians, the writing of reports</li> <li>• Preparation of UCAS references where relevant</li> <li>• General administration relevant to the role</li> </ul> |
| <b>4.</b> | <b>Equal Opportunities</b>  |
|           | <p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>  |
| <b>5.</b> | <b>Safeguarding</b>   |
|           | <p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p>   |

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|           | The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.   |
| <b>6.</b> | <b>Further Information</b>  |
|           | <p>This Job Description and Person Specification are current as of April 2020. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p> |

### Human Resources

#### Person Specification

| Criteria                      | Essential  | Desirable  |
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| <b>Knowledge</b>              | <ul style="list-style-type: none"> <li>▪ In depth knowledge of Level 1-3 in Automotive Industry.</li> <li>▪ Knowledge of Automotive qualifications within the FE sector</li> </ul>   | <ul style="list-style-type: none"> <li>▪ F-GAS and Hybrid/EV trained.</li> <li>▪ Heavy Vehicle Level 3</li> <li>▪ Marine Technical Qualification</li> <li>▪ Knowledge of and commitment to Safeguarding Children and vulnerable adult's legislation.</li> <li>▪ Level 4 or above Technical qualification</li> </ul>  |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>▪ Minimum of 3 years industrial experience in a relevant Automotive environment.</li> <li>▪ Links to the Motor Vehicle industry</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Knowledge of requirements of examining bodies</li> <li>▪ Heavy Vehicle Level 3</li> <li>▪ Experience of delivering E-Learning.</li> <li>▪ Experience in working within a vehicle dealership.</li> <li>▪ Experience of working in an FE environment.</li> <li>▪ MOT Trainer/Tester qualification.</li> <li>▪ Marine Technical Qualification</li> </ul> |
| <b>Skills &amp; Abilities</b> | <ul style="list-style-type: none"> <li>▪ Excellent in skills in Automotive repair and maintenance.</li> <li>▪ Strong interest in developing resources.</li> <li>▪ Excellent organizational skills.</li> <li>▪ Flexible and adaptable attitude to working with students of all ages.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Possess a driving license.</li> <li>▪ High level mathematics.</li> </ul>  |

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| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>▪ The ability to meet tight deadlines.</li> <li>▪ Ability to be sensitive to the needs of others and to respond appropriately.</li> <li>▪ Dynamic and innovative approach and desire to form positive working relationships.</li> <li>▪ Ability to cope positively with change.</li> </ul> |  |
| <b>Qualifications</b>      | <ul style="list-style-type: none"> <li>▪ Automotive Level 3 qualification.</li> <li>▪ Time served apprenticeship.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ F-GAS and Hybrid/EV trained.</li> <li>▪ Heavy Vehicle Level 3</li> <li>▪ Level 4 or above Technical qualification</li> <li>▪ Marine Technical Qualification</li> <li>▪ Qualified Teacher</li> </ul> |
| <b>Other Requirements</b>  | <ul style="list-style-type: none"> <li>▪ Willingness to take part in Open Evenings, Employer liaison, and careers events,</li> <li>▪ Source own CPD each year</li> </ul>  |  |