



## Lecturer in Fabrication and Welding

### Job Description

<b>Faculty / Department:</b>	Engineering, Motor Vehicle and Electrical
<b>Campus:</b>	Burslem

<b>Responsible to:</b>	Head of Learning
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<b>Responsible for:</b>	N/A
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<b>Grade:</b>	Salary Range: £29,470 - £39,717 per annum pro rata (Grade 3B – 4B, SCP 16 – 27)	<b>Hours:</b>	Part-time, 9.25 hours per week, Permanent (0.25 FTE)
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<b>Role Summary:</b>
To plan, implement, and deliver high quality engineering, fabrication and welding vocational and technician programmes to students, working within a multi-disciplinary team at an exciting stage in the development of the Fabrication and Welding provision.

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"> <li>• To plan and deliver high quality practical skills training and associated underpinning knowledge in welding and fabrication, including the following technologies:             <ul style="list-style-type: none"> <li>○ Manual metal arc</li> <li>○ MIG</li> <li>○ TIG</li> <li>○ Oxy-acetylene gas welding</li> <li>○ Non-welded joining</li> <li>○ Manual forming and cutting techniques</li> <li>○ Plasma cutting</li> <li>○ Testing welded joints (destructive and non-destructive)</li> </ul> </li> </ul> <p>N.B. The ability to deliver coded welding training and assessment would be an advantage</p> <ul style="list-style-type: none"> <li>• To deliver, as required, practical skills training including evening classes, self-financed courses and specialist training in employers' premises.</li> <li>• To assess, monitor and record learners' progress in developing knowledge, skills and behaviours and their completion of assessment criteria. To share this information with colleagues, learners and employers.</li> </ul>

- To liaise with apprenticeship skills coaches to ensure the seamless delivery of apprenticeship standards to apprentices.
- The effective promotion of learning:
  - Recruitment, open evenings and enrolment
  - Coherent, flexible programmes of study
  - Learning agreements
  - Student records & tracking
  - Equal Opportunity and inclusivity
  - Counselling and guidance and tutorial support
  - High levels of student retention, achievement and progression.
- Participate in cross College working groups established to consider specific issues.
- In addition to teaching hours, Course Team Leader duties may be allocated along with associated duties and will be confirmed on an annual basis.
- Work with others to introduce, develop and implement short and self-financing courses.
- Keep up to date with current developments and adapt to changes in the Engineering industry and participate in professional development activities.
- To work with the Head of Learning, PQL and other Lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.
- Work with other members of the course teams to meet the objectives of the area development plan.
- Ensure that College quality procedures are followed in relation to these duties.
- Work as part of a team to provide support in the running and review of programmes.
- Keep abreast of current developments and adapt to changes within the industry.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.
- Carry out such other duties which may reasonably be required from time to time.
- To carry out all the above duties in the context of the practical application of the College's equal opportunities policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

### **Other Responsibilities**

- To identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- To comply with the College's own safeguarding policy and practices, and work in

accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training as requested.

- To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- To present and promote an appropriate public image in representing the college and demonstrate the core values expected of Stoke on Trent College employees. Carrying out all duties in the context of the practical application of the College's Equal Opportunities Policy.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **College Values**

- To demonstrate and uphold the College's values, or Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

**General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at September 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Lecturer in Fabrication and Welding

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Assessor/verifier qualifications.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Level 3 qualification within relevant vocational sector – engineering/ fabrication &amp; welding.</li> </ul>	A, I		
	<ul style="list-style-type: none"> <li>Minimum of four GCSEs (A* - C, 9 – 4) or equivalent, including Maths and English.</li> </ul>	A, I		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and relevant experience of delivering learning to 16-18 year olds in an educational setting.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Recent and relevant experiences of developing engineering/ fabrication &amp; welding programmes.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Recent and relevant vocational experience within the engineering/ fabrication &amp; welding sector.</li> </ul>	A, I		
	<ul style="list-style-type: none"> <li>Recent experience of delivering engineering/ fabrication &amp; welding programmes.</li> <li>Evidence of delivering high quality and effective</li> </ul>	A, I		

	<p>learning.</p> <ul style="list-style-type: none"> <li>• Evidence of providing learning to groups and individuals.</li> <li>• Evidence that of ability to apply effective approaches to teaching to more than one level and target audience.</li> </ul>	<p>A, I</p> <p>A, I</p>		
<p><b>Skills/ Aptitudes/ Competences/</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector.</li> <li>• Sound knowledge of developments within the engineering sector.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent.</li> <li>• Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility.</li> <li>• Ability to plan and prioritise</li> <li>• Effective time management skills</li> <li>• Excellent administrative and organisational skills</li> <li>• Able to work flexibly as part of a team</li> <li>• Evidence of understanding of</li> </ul>	<p>A, I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Familiarity with current developments in education and training</li> </ul>	<p>I</p>

	differences between assessment and evaluation			
<b>Other</b>	<ul style="list-style-type: none"> <li>Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	A, I		



## TERMS & CONDITIONS FOR ACADEMIC STAFF

### Conditions of Appointment

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### Pension Arrangements

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

### Working Hours

The standard full-time working week for all staff is 37 hours.

### Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

### Sick Pay

The College has a scheme of enhanced sickness benefits.

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## **Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

## **Holidays**

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

## **Staff Parking**

Free and ample parking space is available on both sites, subject to availability at peak times.

## **Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

## **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27<sup>th</sup> falls on a weekend or bank holiday day.

## **Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

## **Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

## **Location of Work**

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

## **Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.