



## Lecturer in Motor Vehicle

### Job Description

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

<b>Responsible to:</b>	Head of Learning - STEM
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<b>Responsible for:</b>	N/A
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<b>Grade:</b>	Salary range: £30,427 - £42,136 per annum (Grade 3 - 4)	<b>Hours:</b>	Full time, 37 hours per week, Permanent (1.0 FTE)
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<b>Role Summary:</b>
To successfully plan, implement, and deliver high quality Motor Vehicle programmes to a range of learners on full time and part time programmes. This will be across the provision at Levels 1, 2 and 3.

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"> <li>• To coordinate, design, deliver and develop a programme(s) of study up to Level 3 for groups of learners.</li> <li>• To work with the Head of STEM, Director of Technology and other Lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.</li> <li>• To assess learners according to established guidelines, and provide a positive learning experience.</li> <li>• To develop full time and part time programmes.</li> <li>• To design, develop, monitor and share resources for learner use.</li> <li>• To act as personal tutor to a group(s) of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with subject tutors and wider college provision.</li> <li>• To participate in parent evenings, open events, enrolment and interviewing applicants.</li> <li>• 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.</li> <li>• To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.</li> <li>• To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.</li> <li>• To complete documentation, appropriate records of learner performance and attendance</li> </ul>

and administration associated with the role and responsibilities.

- To attend and contribute to relevant meetings within the Department and the College.
- To maintain appropriate standards of learner behaviour and attendance in accordance with College policies.
- To work flexibly as directed by the line manager.
- To implement the College's mathematics and English code.

### **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.

### **Supervision / Staffing.**

- 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.

### **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, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- 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.

*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 post-holder.*

*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 post holder.*

*This Job Description and Person Specification is accurate as at October 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 Motor Vehicle

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> <li>Level 3 qualification within relevant vocational sector – automotive.</li> <li>A minimum of 4 GCSEs (Level 2 qualifications, A* - C, 9 – 4) including Maths and English.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Assessor/verifier qualifications.</li> </ul>	A
<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> <li>Recent and relevant vocational experience within the automotive sector.</li> <li>Recent experience of delivering high quality automotive programmes.</li> <li>Experience in delivering IMI qualifications.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Demonstrate extensive range of knowledge, understanding and</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Familiarity with current developments in education and</li> </ul>	I

	<p>application of curriculum development, innovation and delivery strategies in the post-16 sector.</p> <ul style="list-style-type: none"> <li>• Sound knowledge of developments within the automotive 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 differences between assessment and evaluation.</li> </ul>	<p>I</p> <p>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>	<p>training.</p>	
<p><b>Other</b></p>	<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>	<p>A, I</p>		



## 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.

### **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

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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.