PERSON SPECIFICATION – 1 x Lecturer in Motor Vehicle

Please study the items in this Person Specification carefully and when completing your Application form, try to describe your knowledge, skills and experience in terms of those particular items.

		Essential Requirements		Desirable Requirements
Knowledge relevant to the job	1.	Either have or be prepared to acquire QTLS status	16	Possess a relevant degree
	2.	Knowledge of current developments in the FE Sector and Post 16 curriculum.	17	Successful experience tutoring 16-18 year olds
Experience	4	Successful and recent teaching on the Edexcel BTEC programmes	18	Ability to teach another subject
	5.	Experience of working within the Motor Vehicle Industry		
Aptitude and Skills	6.	Willingness and ability to take responsibility for a pastoral tutor group/ groups.		
	7.	Ability to work as a member of a team		
	8..	Ability to work flexibly and to high standards and deadlines		
	9.	Good organisational skills		
	10.	Demonstrable commitment to providing a wide range of flexible, student centred learning opportunities in the classroom		
	11.	Demonstrable engagement in activities promoting quality improvement in teaching and learning		
	12.	IT skills and demonstrable willingness to extend these		
	13.	Demonstrable commitment to using ILT interactively in the classroom		
Special Requirements	15.	A demonstrable commitment to Equal Opportunities		

JOB DESCRIPTION: LECTURER

MAIN OBJECTIVE

To provide high quality, relevant learning opportunities which enable students to maximise their educational, vocational and personal development potential thus facilitating the fulfillment of their aspirations.

A. PEDAGOGIC WORK

1. Curriculum Delivery

1.1 To deliver the curriculum effectively through a variety of different learning strategies.

1.2 To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.

1.3 To communicate effectively with students and respond appropriate to their needs.

1.4 To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.

1.5 To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.

1.6 To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.

1.7 To contribute to programme induction as required by the Team Leader/Head of Division.

1.8 To cover for absent academic staff.

2. Curriculum Development

2.1 To participate as required in the development of the curriculum ensuring that its content is relevant and current.

2.2 To contribute as required to programme submissions ensuring that all deadlines are met.

2.3 To ensure that the curriculum meets the requirements of validating and awarding bodies.

3. Student Assessment

3.1 To ensure that all assessments are fairly marked and graded and that there is consistency between gradings.

3.2 To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.

3.3 To meet the deadlines set for the return of work to students and provide feedback in keeping with the policy of the Department/College.

3.4 To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Team Leader/Head of Division.

3.5 To attend, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by Director.

4. Student Selection

4.1 To ensure that the selection procedures are rigorously followed.

4.2 To ensure that the selection criteria and their operation is not discriminatory.

4.3 To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame as set by the Department/College.

4.4 To undertake interviewing and other selection procedures as required.

5. Student Management and Welfare

5.1 To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities.

5.2 To contribute to the promotion of the welfare of the students and informing them of health and safety requirements.

5.3 Ensuring that students are aware of counselling guidance services and referring students to these services as appropriate.

6. Tutorial Support

6.1 Provide students with appropriate tutorial support in accordance with programme and individual requirements

B. ADDITIONAL DUTIES

7. Staff Development and Appraisal

7.1 To undertake such staff development activities as required by the Head of Department.

7.2 To maintain an up to date knowledge of specialist subject/discipline area.

7.3 To participate in the Professional Development and Appraisal Scheme as a self appraiser.

7.4 To undertake wholeheartedly any staff development needs diagnosed during such appraisal, or identified by the Team Leader/Head of Division/Director.

7.5 To act as role appraiser for appropriate staff and undertake any training necessary to update appraisal skills.

7.6 To deliver such professional development programmes as may be appropriate to the skills of the postholder.

8. Management and Administration

8.1 To provide required statistical information within the time scale set by the Team Leader/Head of Division/Director.

8.2 To undertake the role of class/course/group tutor/leader as required by the Team Leader/Head of Division/Director.

8.3 To maintain records in accordance with Department/College requirements.

8.4 To participate in academic and other committees as required by the Team Leader/Head of Division/Director.

8.5 To ensure that all targets as agreed and set by the Team Leader/Head of Division/Director are met.

9. Liaison

9.1 To undertake such liaison with internal and external bodies as required by the Team Leader/Head of Division/Director.

10. Marketing

10.1 To provide Department liaison/marketing/presentation programmes in accordance with the requirements of the Director.

10.2 To contribute to the Departments marketing objectives as required

11. Quality and Student Evaluation

11.1 To contribute to the implementation of the College's Quality Policy

11.2 To participate fully in all quality inspections and visits from professional and awarding bodies, and to provide information as required in the required format and within the set time scale.

11.3 To implement as required College quality procedures.

11.4 To fully participate in student and programme evaluation as required.

12. Research and Consultancy

12.1 To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.

12.2 To undertake any individual or collaborative consultancy work deemed by the Director to be appropriate to the duties of the post

13. Teamwork

13.1 To work as an effective programme, area, department, and college team member respecting the rights and interests of others.

14. Equal Opportunities

14.1 To scrupulously observe equal opportunities' practices and procedures and promote equal opportunities in all aspects of the postholder's work.

15. General Duties

15.1 To undertake such cross Department and other appropriate roles as may be required by the Director.

16. Job Description Changes

16.1 This job description is correct as at the date as stated on the front sheet. It will be reviewed at regular objective-setting sessions between the postholder and the Director or their nominee and in the context of the Professional Development and Appraisal Scheme, and may be altered following such consultation to reflect developments in or to the job.

16.2 The appointment will be made on a spot salary within the appropriate range and will be determined according to the relevant experience and qualifications of the applicant. Further progression within the range or the payment of annual cost of living increases will be subject to satisfactory performance and budgetary considerations.

April 2012