**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

FE Lecturer in Engineering

## **College/Department**

Buxton & Leek College

## **Location**

Leek Campus, Stockwell St, Leek ST13 6DP

## **Job Reference Number**

0273-24

## **Salary**

£32,296 to £43,878 per annum

## **Reports To**

Curriculum Leader - Engineering, Construction and Vehicle Technology

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To effectively carry out teaching and the management of learning across designated curriculum areas in line with the requirements of the duration and Training Foundation Professional Standards. The post holder is also responsible for complying with the requirements of Safeguarding Children and Vulnerable Adults.

## **Principal Accountabilities**

1. To be responsible for developing and co-ordinating a specific programme or development within a programme area or across the University.
2. To act as a personal tutor, course leader, and Lead IV as required.
3. To take an active part in course team meetings and activities.
4. To lead a team, if required.
5. To develop and maintain high quality standards in line with the demands of the Common Inspection Framework
6. To participate in monitoring visits for students on work placement.
7. To take an active part in the University’s Staff Development Programme to ensure flexible and responsive curriculum delivery.
8. To take an active part in all extra curricula activities, including open days, recruitment events and external moderation processes.
9. To plan, deliver and assess the teaching and learning of knowledge, skills and behaviours in line with qualifications such as T level, PEO and apprenticeship standards, including the learning taking place in class, online, in industry placement or via any other appropriate forum.
10. To plan, deliver and assess the teaching and learning of knowledge, skills and behaviours on other related qualifications/programmes.
11. To undertake such class contact duties for the grade as are laid down in the University FE Academic Contract.
12. To teach effectively (including the necessary preparation) using a variety of methods on appropriate programmes as directed by the subject Curriculum Leader.
13. To maintain currency with and operate within the demands of the Common Inspection Framework.
14. To assess and record students’ progress on a regular basis by appropriate means e.g. marking, profiles, learning agreements, action plans, records of achievement etc.
15. To respond to the personal and social needs of students in the learning situation. 6. To prepare programmes of work and lesson plans, set assignments, tests, examinations, marking schemes.
16. To ensure that all appropriate administrative records are accurately completed and maintained in accordance with University procedures, e.g. enrolment forms, attendance registers, student Individual Learning Agreements or training plans.
17. To ensure that students behave in a responsible manner to a high standard of safety in classrooms, practical areas and around the University campus.
18. To ensure relevant links with outside agencies, education support services, parents and employers.
19. To undertake any other administrative and teaching duties which may, from time to time, reasonably be required within the general level of responsibility of the post, as agreed with the Curriculum Leader.
20. To comply with the requirements of Health & Safety, other relevant legislation and University documentation.
21. To understand and comply with the University’s Equality and Diversity Policies. 13. To comply with copyright and software licensing legislation and related University procedures.
22. To undertake appropriate training and Continuing Professional Development activities as requested by the Curriculum Leader.
23. To work with support staff, programme and course teams as appropriate. 16. To participate in and contribute to curriculum development.
24. To ensure that the College’s Quality Assurance Procedures are completed and actioned.
25. To contribute to the marketing activities of the College.
26. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Prevent, Health and Safety, Quality and other University policies including Equal Opportunities, Risk Management and Equality and Diversity

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold or be willing to work towards a teaching Qualification e.g. BEd, Cert. Ed., DTLLs or equivalent
* Relevant degree or professional qualification or equivalent
* Level 2 Qualifications (either in Functional Skills or GCSE A-C) in both English and maths

#### **Experience**

* Demonstrable evidence of high-quality outcomes in Education or Industry
* Relevant industry mechanical and electrical engineering experience

#### **Skills, knowledge & abilities**

* Comprehensive understanding of mechanical and electrical engineering that includes, understanding of engineering material properties, design and manufacturing process, linking CAD with CNC machines, manual drawing techniques to British standards and understanding inspection and quality assurance/control within Engineering
* Ability to teach CNC units that cover programming, setting, machining and offline programming
* Ability to teach Mechanical Engineering Machine shop practical and supporting theory, this includes Milling/Turning (basic and advanced) and hand fitting
* A knowledge / awareness of and commitment to strategies which promote equality and diversity
* A knowledge of appropriate progression routes for learners
* Highly developed communication skills
* Ability to work effectively on your own and with a small team
* Well-developed administrative and organisational skills
* Ability to lead a team
* Good time management skills
* Ability to deal effectively with internal and external stakeholders
* Competency in delivering resources through a range of methods e.g. face to face and online platforms

#### **Business requirements**

* Completed DBS check with child barred list.
* Prohibited from Teaching check
* A commitment to the principle of widening participation
* A commitment to continued professional development
* A commitment to the College’s values and behaviours
* A willingness to work across College sites and externally

### **Desirable Criteria**

#### **Qualifications**

* IQA qualification
* Assessor qualification
* Health & Safety qualification
* Suitable mechanical engineering qualifications.

#### **Experience**

* Experience of programme/course leadership and management
* Relevant industrial experience
* Experience of Internal and External Verification processes
* Experience of delivering teaching or training programmes to post 16 age group
* Experience of developing and/or planning new programmes/qualifications
* Experience in teaching apprentices in the classroom

#### **Skills, knowledge and abilities**

* Knowledge of T level, PEO and apprenticeship programmes
* Detailed knowledge of appropriate qualifications associated with the subject area
* Knowledge of the latest developments in Education and Training, particularly T Levels

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.