

## JOB DESCRIPTION

**POST** : **Motor Vehicle Lecturer**

**REPORTS TO** : **Head of Curriculum**

**OVERALL PURPOSE** : To provide teaching and learning at a variety of levels, and programmes including IMI and City and Guilds or both academic and practical aspects.

**1. Main Duties:**

- 1.1 To teach, using an appropriate mix of traditional, e-learning and blended learning approaches, on a range of courses involving Automotive courses on both full time and apprenticeship provision
- 1.2 To take responsibility for specific areas of work within the curriculum area.
- 1.3 To provide support and guidance to students.
- 1.4 To operate as an effective member of relevant course teams and to work closely with other areas.
- 1.5 To carry out administrative duties associated with teaching, including maintenance of registers, schemes of work, assessments, reports, course records and course evaluations to a satisfactory standard and within established deadlines.
- 1.6 To ensure safe working practices are observed by yourself and others (including students) for whom you are responsible.
- 1.7 To provide such returns or reports as may from time to time to required by the Curriculum Manager or College Senior Leadership Team.
- 1.8 To assist in the recruitment of students, including interviewing and enrolments.
- 1.9 To assist in the marketing of the College provision through attendance at Careers Conventions, Open Days and other promotional events.
- 1.10 To assist in the development of curriculum support materials.
- 1.11 To assist with programmes of work experience and/or industrial and commercial liaison, including the organisation and monitoring of work experience placements.
- 1.12 To ensure the principles of prevent/FBV & Equality and Diversity are upheld.

**2. Additional Duties:**

- 2.1 To undertake additional duties as required.
- 2.2.1 To take part in approved staff development as part of the College Staff Development Programme. It is mandatory for employees to complete 'Safeguarding Young People and Vulnerable Adults' training after which you will receive a 'license' which is renewable currently every 3 years.
- 2.3 To ensure that the College Health & Safety and Safeguarding procedures are adhered to and safe working practices are observed by you and students for whom you are responsible.
- 2.4 To promote the College ethos with regard to Equality and Discrimination and act as a role model.
- 2.5 You may be required to act as a mentor and/or appraiser in the College schemes.
- 2.6 You may be required to become qualified as a College First Aider. If so, appropriate training and release from normal duties will be given.

## PERSON SPECIFICATION

<b>Post Number:</b>	<b>AL/11.19</b>		
<b>Post Title:</b>	<b>Motor Vehicle Lecturer</b>		
<b>ATTRIBUTES</b>	<b>Essential (E) Desirable (D)</b>	<b>Evidenced by: App Form (AF) Interview (IV)</b>	
<b>Knowledge</b>			
Automotive Trade Qualifications: L3	E	AF/IV	
Teaching Qualification	E	AF/IV	
Automotive – Workplace assessing qualifications	E	AF/IV	
Automotive – Internal Moderator	D	AF/IV	
<b>Skills/abilities – interpersonal</b>			
Motivation to work towards team targets	E	AF/IV	
Ability to work under pressure	E	IV	
Enthusiastic and motivated	E	IV	
Desire for learners to achieve full potential	E	IV	
<b>Skills/abilities – other</b>			
Good level of IT skills	E	AF/IV	
Excellent presentation skills	E	AF/IV	
Organised	E	AF/IV	
Good communication skills	E	IV	
<b>Experience</b>			
Automotive Apprenticeship and experience with standards and frameworks	E	AF/IV	
Automotive Trade Experience (Minimum 3 years)	E	AF/IV	
<b>Work related circumstances</b>			
Demonstrable commitment to Equality and Diversity	E	AF/IV	
Understanding of safeguarding issues	E	AF/IV	
Ability and willingness to undertake staff development	E	AF/IV	

**Essential Attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the shortlisting stage.

**Desirable Attributes:** Those which would be useful for the post-holder to possess.