# Job Description

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| **Post Title:**  **Department:** | Mechanical Engineering Tutor  Engineering |
| **Reports to:** | Head of Curriculum |
| **Overall job purpose:** | To demonstrate a high quality of professional practice and provide quality teaching and learning at a variety of levels. To devise action plans and maintain appropriate records |

**Probationary Period:**  Six months

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To teach and assess, using an appropriate mix of traditional, e-learning and blended learning approaches, on a range of Engineering courses from Level 1 to 5
2. To take responsibility for courses within the curriculum area
3. To provide support and guidance to students
4. To operate as an effective member of relevant course teams and to work closely with other areas
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
6. To ensure safe working practices are observed by yourself and others (including students) for whom you are responsible
7. To provide such returns or reports as may from time to time as required by the Head of Curriculum or College Senior Leadership Team
8. To assist in the recruitment of students, including interviewing and enrolments
9. To assist in the marketing of the College provision through attendance at Careers Conventions, Open Days and other promotional events
10. To assist in the development of curriculum support materials
11. To assist with programmes of work experience and/or industrial and commercial liaison, including the organisation and monitoring of work experience placements
12. To ensure the principles of Diversity, Equity, and Inclusion are upheld

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training.

# Person Specification

Post Title: Mechanical Engineering Tutor

Job post number: MET/09.2022

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Knowledge**   * Engineering Trade Qualifications * HND/Degree or equivalent * Teaching Qualification or willing to work towards | E  E  D | A/I  A/I  A/I |
| **Skills/abilities – interpersonal**   * Motivation to work towards team targets * Ability to work under pressure * Enthusiastic and motivated * Desire for learners to achieve full potential | E  E  E  E | A/I  I  I  I |
| **Skills/abilities - other**   * Good level of IT skills * Excellent presentation skills * Good communication skills | D  D  D | A/I  A/I  I |
| **Experience**   * Engineering Industry experience * Experience of teaching in Further/Higher education | E  D | A/I  A/I |
| **Work related circumstances**   * Commitment to the promotion of Diversity, Equity and Inclusion * Commitment to the promotion of Safeguarding * Commitment to College mission, vision & core values * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**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 short-listing stage.

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

Date Prepared: 09/09/2022