YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Skills Sector Priority – Lecturer and Programme Leader in Electrical & Electronic Engineering
Department:	Engineering
Responsible to:	Curriculum Leader for Higher Education (Engineering)
Salary:	£39,917 - £45,539 [YCL5.1 – YCL5.5] dependent on qualifications and experience
Date of Issue:	November 2026

1. Job Purpose

To assess all aspects of the learning programme for a case load of learners. To teach various aspects of the learning programme and maintain a caseload appropriate to the demands of the curriculum area and as set down in the caseload model. To manage Work Based Learning (WBL) programmes as directed by Curriculum Leader. You will be expected to work on campus and off-site at employer's premises. The required area of expertise is to encompass electrical and electronics engineering.

To deliver training and assessment in a range of machining disciplines to learners, both full time and apprentices, at level 2, 3 and Higher Education Level 4 +. This will encompass a range of electrical and electronic principles including practical skills such as soldering, crimping and testing as well as theoretical applications including Norton's and Thevenin's theorems. A knowledge of electronic communication devices would be desirable.

2. Key Roles & Accountabilities

- To create effective partnerships with employers of all learner cohorts.
- To effectively communicate with employers, college staff and learners.
- To provide advice and guidance to prospective learners and employers on appropriate programmes, qualifications and bespoke training.
- To induct learners on to the curriculum content work-based learning programmes.
- To ensure that all necessary documentation is completed by the employer and the learner in conjunction with the Apprenticeship Coordinator for the area..
- To negotiate targets and complete all necessary documentation including course and CRM databases.
- To provide the relevant documentation so that learner progress can be monitored and recorded.
- To complete and administer government funded paperwork within the contractual requirements in conjunction with the Apprenticeship Coordinator for the area.

- To manager all elements of the agreed training programme in conjunction with the Apprenticeship Coordinator for the area.
- To ensure that the Curriculum Leader is aware of the progress of all learners.
- To attend programme and assessment team meetings and to participate in the quality review process.
- To deliver practical and theory sessions as well as assessing learners within the relevant vocational area.

General Duties

- Be committed to your on-going professional development by contributing to the identification of your own training.
- To deliver high quality theoretical and practical sessions to a range of learners
- To carry out internal verification and/or standardisation within the relevant curriculum area as agreed with the Curriculum Leader.
- To plan and co-ordinate the delivery, assessment and internal verification of business responsive provision within the relevant curriculum area as agreed with the Curriculum Leader and in conjunction with the Employer Engagement Team.
- To provide a point of contact and support for the department training co-ordinator.
- To work closely with the Curriculum Leader / Examinations Officer to ensure that materials and paperwork are available for Awarding Bodies and External Verifiers.
- To cover for absent lecturing staff as required.
- To work effectively as part of the Faculty Area, alongside the Curriculum Leader.
- To maintain effective working relationships with other Departments within the Directorate and across the College.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability,

age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Lecturer and Programme Leader in Electrical & Electronic Engineering

	Essential	Desirable
Previous Experience	• Knowledge of a range of electrical and electronic principles including practical skills such as soldering, crimping and testing. • Knowledge of theoretical applications including Norton's and Thevenin's theorems.	• Knowledge of electronic communication devices would be desirable. • Experience of assessing learners. • Experience of work-based learning systems and work-based learning. • Experience of teaching within the subject area
Qualifications	• Level 4 Engineering qualification in relevant discipline	• Level 5 Engineering qualification • Assessor Award or willingness to work towards. • Verifiers Award or willingness to work towards. • Level 5 teaching qualification or willingness to work towards.
Special Skills/Aptitudes	• Strong practical skills in machining engineering • Competent to teach a variety of subjects across the programme area. • Proactive in initiating, developing and implement new ideas and developments. • Excellent organisational skills; • Proven background in successfully working as part of a team. • Developing employer relationships.	• Experience of a wide variety of engineering processes
Personal Attributes	• Good interpersonal skills. • Able to use own initiative. • Good organisational skills.	

	• Able to represent and promote the College in a professional manner.	
General Information	• Able to work flexibly, possibly some evenings, particularly as some companies operate shift systems. • Must possess a full UK driving licence. • Car owner, with a willingness to use on college business as required (mileage allowance payable). • Participation in evening and weekend promotional activities as and when required.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders

Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found
here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf