Job title:	Lecturer in Electrical and Electronic Engineering (Electronics)
Reports to:	Head of Curriculum (16-18 provision)
Business area:	Engineering
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

As a Lecturer, you will take direction from the Deputy Head of Engineering and Head of Curriculum. The post-holder will provide outstanding teaching to ensure that all learners within their remit successfully achieve their highest potential within the time planned.

The post holder will benefit from a very supportive team of specialists.

You will be based at Castleford college but may be asked to work at another site if a need arises and you are directed to do so by the Head of Curriculum.

This post is for a classroom and lab -based tutor to deliver electrical and electronics disciplines but you will deliver classroom learning and other aspects of the students study programme.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Responsibilities:

Teaching & Learning

To effectively produce and manage every learner's individual learning plan to ensure that they achieve their highest potential.

To positively engage all learners within classes using a range of effective techniques; allowing no learner to 'opt out'.

To compile and effectively manage group profiles, including the provision for learners with an additional learning support need.

To produce, publish and manage effective and complete programme delivery plans (including signposted resources / presentations / materials) for all classes, which are relevant to each group's needs, in advance of the programme start.

To ensure that support staff, are effectively briefed prior to the start of each session, so that group and individual learning can be maximised.

To ensure that teaching is always positive, engaging, stimulating, effective and progress focussed for all individuals and groups, and is designed to re-engage and enthuse every learner.

To consistently deploy effective and positive behaviour management strategies that have been approved by the College management team.

To effectively and efficiently respond to calls to action, including items on the operational plan.

To provide information regarding learner progress to meet the needs of those requesting, using approved channels, in a timely fashion.

To provide every learner with frequent, regular and effective progress feedback on work produced in class, and work completed outside of class.

To ensure that timely interventions are taken up by all learners (within the post-holder's remit) who require them.

To ensure that attendance to classes remains at or above the Group target and to deploy effective attendance management strategies where issues arise.

To fully engage with all necessary College systems, including (and not limited to) web registers, ProMonitor, email, ProSolution.

To ensure that all learners have an appropriate examination / assessment plan in place for all components of their qualification, including providing the necessary evidence for examination concessions.

To work as a positive and proactive member of the wider teams, fully supporting colleagues and managers alike.

To be responsible for identified, bespoke development project/s which drive improvement and achievement potential.

To set clear and well understood targets and communicate the highest expectations of each learner within the post-holder's teaching remit.

To effectively deploy relevant processes to manage all stages of the learner journey.

To ensure that enrolment processes are effectively implemented, ensuring that students are placed on the right qualification, at the right level, at the right time.

To foster excellent and productive relationships with all key stakeholders in and out of the Group environment to ensure that above the national average achievement is realised.

To act as an 'account handler' for a specified vocational area, attending meetings as necessary to report on the progress of learners within that vocational area.

To engage positively with performance management processes, including attendance to team meetings, 1:1 meetings and other associated processes.

Planning and Development

Ensure appropriate plans and resources are available, for example, the required planning documents are completed and full lesson planning is available, to enable classes to be covered in the absence of the postholder.

Develop high-quality, learning materials.

Contribute to the development of the curriculum by discussions with the Course Coordinator.

Participate in the marketing, recruitment and selection, and enrolment of students.

Quality, Performance, and Improvement

Contribute to the setting and achievement of targets and take responsibility for the achievement of course related targets, utilising college systems such as Pro-monitor to track progress.

Actively participate in whole Group and area specific approaches to improving teaching and learning including the Teaching and Learning Strategy.

To supply complete, accurate and timely student data as required by the Group and funding agencies including timely completion of registers, enrolments and student withdrawals.

Use College information systems to access and provide data and information, for example to support student progress and inform management decisions.

Take part in quality improvement processes as required by the Group.

Organise, administer and maintain student files/records according to the requirements of the College.

Student Experience

Promote student progress, engagement and achievement, and ensure a high-quality student experience.

Participate in student induction, tutorial, assessment, recording and review processes, including the completion of appropriate records using the designated College systems.

Provide information, advice and guidance, and academic and pastoral support to students as appropriate.

Provide support to and encourage positive behaviours of learners and groups of learners. This may include those with particularly challenging behaviours.

Take part in interview evenings and open events as required.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.

- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

Person Specification: Lecturer in Electronic/Electrical Engineering		
Please provide evidence in your application of how you meet the criteria listed below.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task**
<u>Qualifications and Training:</u>		
Level 4 qualification in Engineering	Essential	Application
Degree in Engineering (Electrical/Electronic)	Desirable	Application
PGCE or recognised full teaching qualification	Desirable	Application
IQA qualification	Desirable	Application
GCSE A* - C / 9 - 4 in Maths and English qualifications or equivalent (as a minimum and must be able to provide evidence)	Essential	Application
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Interview
<u>Relevant Experience:</u>		
Experience in a relevant industry and/or educational setting	Essential	Application, Interview
Experience of working with 16-18 year olds, ideally in a teaching capacity	Desirable	Application, Interview
Experience of teaching Engineering or similar level 3 qualification	Desirable	Application, Interview
Experience of teaching electronic engineering at HE level	Desirable	Application, Interview
Experience of assessment (internal or external) based on exam board criteria	Desirable	Application, Interview
Experience of adopting a range of teaching and learning strategies	Desirable	Application, Interview, References

Skills and Knowledge:		
Practical skills and theoretical knowledge of Electronic Engineering,	Desirable	Application, Interview
Knowledge of the principles of teaching, learning and assessment	Desirable	Application, Interview
An up-to-date knowledge of the relevant curriculum	Desirable	Interview, Task
An understanding of issues in relation to safeguarding all students	Desirable	Interview
A track record of good success rates in teaching and learning	Essential	Interview, References
Competent in the use of technology in and out of the classroom	Desirable	Application, Interview, References
Ability to plan, deliver, assess and evaluate teaching and learning activities effectively	Essential	Interview, Task
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	Interview, Task
Ability to maintain appropriate discipline, including the management of the behaviour of challenging learners and groups of learners	Essential	Interview, Task
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
Ability to work alone and as part of a team with good interpersonal skills	Essential	Interview
Attributes:		
Flexible approach to working practices and adaptable to change	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	Interview
Friendly and professional approach	Essential	Interview, Task
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across other sites if required	Essential	Interview