CANDIDATE PACK



Job Title:
Lecturer – Motor Vehicle

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

Job Description

Post: Lecturer – Motor Vehicle

Responsible to: Curriculum Manager- Motor Vehicle & Plumbing

Spine Point: SCP 27-34

Hours: 22.5 hours per week

Main Purpose

To contribute effectively to the successful learning experiences of students in the College through effective teaching that meets or exceeds College standards and results in high levels of student retention and achievement.

Demonstrate a commitment to meeting the Professional Teaching Standards in support of the learner journey.

To teach and assess on a range of Motor Vehicle courses up to Level 3. This role includes course/group co-ordination.

General Responsibilities/accountabilities

- Undertake teaching activities in the curriculum area, ensuring high quality of provision, in response to learners' needs and in line with Professional Teaching Standards.

- Be responsible to the Curriculum Manager and Director of Faculty for an agreed teaching programme in electrical installations and other related areas determined within the prevailing conditions of service.

- Teach Electrical Installation programmes but may be required to teach on any other course offered by the College for which the post holder is appropriately qualified.

- Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.

- Develop course materials, schemes of work, group profiles etc. as required and make these available prior to course starting dates and are made available through the colleges SharePoint system.

- Deliver academic tutorials to provide students with feedback on progress and formative guidance on how to improve performance to assure success.

- Ensure all Health and Safety procedures are followed and assist in the maintenance of high standards of Health and Safety throughout the department and College.

- Contribute fully to the co-ordination, development, promotion and delivery of the range of courses offered by the College as required and will promote, manage and develop appropriate short courses as led by market forces or local/national needs.

- Participate in the promotion of courses including marketing events, dealing with course enquiries and recruitment to courses, etc. in compliance with College policies.

- Work experience is an integral part of many courses and the post holder will be expected to assist in finding and monitoring work experience placements and in liaising with employers and the College to provide quality links.

- Assist in ensuring that expected standards of students' behaviour are adhered to.

- Participate in/arrange approved student visits, trips etc as and when required in accordance with College procedures.

- Attend staff meetings, meetings with moderators/verifiers, parents' evenings, industry updating/staff development and training events etc. as required by the CM/Director of Faculty

- Maintain records of work and student attendance, progress and assessment in accordance with approved procedures and will provide reports as requested by Course Coordinators, CM, Director of Faculty, Assistant Principal, Curriculum & Quality Vice Principals.

- Undertake assessment and internal verification activities in accordance with the requirements of the relevant qualifications awarding bodies and the College's internal quality assurance procedures.

- Ensure Information Learning Technology (ILT) is a driving force to create an efficient and effective working and learning environment.

- Embed within all learning activities the opportunity to improve students English and Maths.

- Regularly evaluate course inputs through course teams, staff development and student feedback.

- In accordance with the College's quality procedures, implement and monitor the self assessment process and ensure continuous quality improvement of standards of performance in teaching and learning.

- Adhere to College procedures in relation to all income and expenditure.

General

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.

Person Specification:

Qualifications

	Essential	Desirable
Full Level 3 qualification in Motor Vehicle/Automotive Engineering	√	
A minimum of 5 years' verifiable experience in industry	√	
Teaching or training experience in ICT	√	
To have a teaching qualification or willing to work towards	√	
Hold an A1/TAQA assessors award or equivalent or willing to work towards	√	
Hold a V1/TAQA IQA award or equivalent	√	

Behavioural and Competency Framework (B&CF).

	Essential	Desirable
LEADING AND DIRECTING · Seeing the bigger picture · Changing and improving	√ √	
ENGAGING PEOPLE · Communicating with others · Working with others	√ √	
MANAGING PERFORMANCE AND TALENT · Building capability and talent · Making effective decisions		√ √
DELIVERING QUALITY AND SUCCESS · Managing quality services · Delivering value for money · Delivering at pace · Achieving commercial outcomes		√ √ √ √

Knowledge and experience:

	Essential	Desirable
Knowledge and understanding of course structures, learning approaches and assessment.	√	
Organisational skills in programme planning and delivery	√	

Other qualities:

	Essential	Desirable
Ability to travel around the London Borough of Bromley, Bexley and Greenwich and other neighbouring areas (including Central London) as required.	√	
A commitment to the promotion of equal opportunities	√	
Ability to work safely at all times, in accordance with the College and departmental/ team risk assessment procedures and to contribute to the development of risk assessments as periodically directed by line managers.	√	

Skills and competencies:

	Essential	Desirable
Evidence if sustained high quality teaching at a Grade 1 or 2	√	
The ability to articulate clearly and to be understood in teaching and making presentations to class groups	√	
Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies	√	
Efficient administration skills to support good student record keeping	√	
Skills in working as a member of a team and motivating colleagues	√	
Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices	√	
The use of a wide range of teaching aids, including ILT as applicable	√	

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.




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