

Job title:	Lecturer in Motor Vehicle
Reports to:	Head of Curriculum
Business area:	Engineering & Motor Vehicle

Job purpose:

As a Lecturer, you will take direction from the Curriculum Development Manager 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.

This post is for a tutor with specialist knowledge of motor vehicle studies and will be expected to deliver both practical and theoretical sessions on this topic. We are particularly interested to hear from individuals with body shop and/or paint experience.

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.

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

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 ProMonitor to track progress.

Actively participate in whole college 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 College 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 College.

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.

Personal & Professional Development

Participate actively in the College's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

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.

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

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 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.

Person Specification: Lecturer in Motor Vehicle		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> GCSEs in English and Maths A*-C/9-4 or equivalent A Degree in Motor Vehicle or other related discipline, or equivalent Level 3 qualification in Motor Vehicle or other related discipline PGCE or other full recognised teaching qualification Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential Desirable Essential Desirable Essential	Application, Interview Application, Interview Application, Interview Application, Interview Application
<u>Relevant Experience:</u> Experience of working with 16-18 year olds, ideally in a teaching capacity Experience of working in the Motor Vehicle or Engineering sector Experience of teaching Motor Vehicle or similar Level 3 qualification Experience of assessment (internal or external) based on exam board criteria Experience of adopting a range of teaching and learning strategies	Desirable Essential Desirable Desirable Desirable	Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview, References
<u>Skills and Knowledge:</u> Knowledge of the principles of teaching, learning and assessment An up to date knowledge of the relevant curriculum An understanding of issues in relation to safeguarding all students A track record of good success rates in teaching and learning	Essential Desirable Essential Essential	Interview, Task Application, Interview Interview, Task Application, Interview, References

Competent in the use of technology in and out of the classroom	Essential	Interview, Task
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
<u>Additional Factors:</u>		
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
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 all sites is required	Essential	Interview

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