

JOB DESCRIPTION

POST TITLE	:	Specialist Lecturer in CAD/CAM
SCALE	:	Lecturer C, Pay Points 12 - 15
SALARY	:	£39,383 - £44,344
RESPONSIBLE TO	:	Head of Engineering
CLOSING DATE	:	5.00pm Tuesday 24 September 2024
INTERVIEW DATE	:	Wednesday 2 October 2024

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students, with individual responsibility for defined areas and accountability across the full Engineering division.

Main Responsibilities

- 1) To teach effectively on a range of programmes across the Engineering Curriculum.
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support, including the monitoring of attendance, punctuality and Cause for Concerns and the tracking of progress across teams.
- 5) To contribute fully to divisional and College teams including sharing best practice, having involvement in developing the relevant curriculum, provision and commercial delivery, as well as timetabling.
- 6) To lead relevant update meetings with the team and the wider division where appropriate, as well as quality and board/module meetings.
- 7) To arrange suitable cover for staff absent from work, across the division.
- 8) Support the Centre Coordinator with general development and standardisation events.
- 9) To understand and lead all other areas of the division ensuring all areas are aligned for progression all.
- 10) To maintain high quality records and provide timely information.
- 11) To teach, relevant to subject specialism, up to 832 hours per year.
- 12) To take an active parts in all events and new developments, to meet the given targets for recruitment.

- 13) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 14) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division, liaising with cross college teams as appropriate.
- 15) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 16) To undertake invigilation duties from time to time.
- 17) To be responsible for the administration, co-ordination, resources, and successful leadership of a substantial programme area. Take responsibility for the recruitment, progression and support of students.
- 18) To take the lead to ensure successful internal and external validation of the programme area.
- 19) To carry out such other duties as the Principal may reasonably request.

Specific Role Responsibilities

- 20) Ensure value added levels are regularly checked.
- 21) Ensure enrichment and work experience is planned for all courses.
- 22) Create quality assurance systems for all programmes.
- 23) Build effective relationships and liaise with employers on all matters relating to FT work placements.
- 24) Promote Burnley College through networking in the community to include schools and the local industry.
- 25) Ensure the team undertake an agreed number of school visits to speak to students regards Burnley College FT and Apprenticeships to increase recruitment each year.
- 26) Ensure value added is above the MAG for all students and support systems are created and actioned for those that are underachieving.

PERSON SPECIFICATION

POST: Specialist Lecturer in CAD/CAM

DIVISION: Engineering

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Level 3 Engineering qualification	E	Application form
2	Degree or equivalent level (HNC/D) in a relevant discipline	E	Application form
3	A recognised teaching qualification (or willing to work towards withing an agreed period)	E	Application form
4	Higher degree or equivalent level qualification in a relevant subject	D	Application form/ Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Further/ Higher Education relating to the curriculum area	D	Application form
2	Knowledge of Quality Assurance systems relating to the curriculum area	D	Application form/ Interview
3	Awareness of Safeguarding Legislation	E	Application form
<u>EXPERIENCE</u>			
1	Experience of successful teaching/training on a range of programmes in any of the following areas: <ul style="list-style-type: none"> • Mechanical Engineering • Electrical/Electronic Engineering • Manufacturing Engineering • Advanced Engineering Technologies 	D	Application form
2	Experience of mentoring/delivering tutorial/pastoral care to a student/s	D	Application form
3	Experience Autodesk or sound works	E	Application form
4	Experience of co-ordinating and implementing quality systems/processes in education	D	Application form
5	Experience of teaching both FE and HE	D	Application form/

	students		Interview
6	Experience of developing and delivering bespoke commercial courses	D	Application form/ Interview
7	Experience of developing contacts within industry and other external organisations	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality Policy	E	Interview
2	Commitment to the delivery of excellent teaching and support to our students	E	Interview
3	Good teamworking skills and commitment to teamworking	E	Interview
4	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*