

<b>JOB TITLE:</b>	LECTURER/ASSESSOR – IN LIGHT VEHICLE MAINTENANCE (FIXED TERM FOR 1 YEAR IN THE FIRST INSTANCE)
<b>POST NO:</b>	13/14/107
<b>GRADE:</b>	LECTURER 1-4

## Job Purpose

The person appointed will act as a Lecturer/Assessor for Weston College's Motor Vehicle department. You will be required to deliver IMI training qualifications and perform assessment of learners in the workplace as requested by your line manager.

## Job Description

- To deliver high quality teaching and assessing on a range of courses within the automotive department.
- Carry out all associated organisational or administrative tasks for the delivery of teaching, learning and assessment for the Light Vehicle Maintenance curriculum including work based learning.
- Carry out all associated organisational and administrative tasks to coordinate the achievement of Light Vehicle Maintenance apprenticeship frameworks in a timely manner.
- Carry out robust assessment of learners work and action plan accordingly in College and the work place.
- Undertake and assist in the completion of students' WBL reviews and Health and safety checks.
- Act as the ambassador of Weston College at all times whilst undertaking your role, particularly in the employers workplace, liaising professionally, where appropriate, with external clients and workplace representatives.
- Work efficiently and effectively to ensure the success of learners in a flexible manner

# Job Description

- Positively promote Weston College and its reputation at all times, referring all matters of student and employer need to the College.
- To abide by the College Health and Safety and Safeguarding Policies ensuring students also work within the policies.
- Comply with the 'At risk' policy in monitoring students.
- Signpost students or employers to the appropriate College section to address specific welfare, counselling and additional learning support matters. Follow up to ensure that appropriate action has taken place.
- To undertake all and any other duties that may be required and are commensurate with the grade of the post as directed by the Head of Centre.

## Supervisory responsibility

The post holder may be required to give technical instructions to students and other approved users in the workshops.

## Supervision received

Day to day supervision will be exercised by the appropriate Curriculum Leader. Overall the post holder is responsible to the Head of faculty.

## Contacts

The post holder will have frequent contact with staff, students and members of the public.

## Conditions of Service

Hours of attendance: Full Time – 37 hours (Some evening work may be required).

Lecturer contact hours (50%): 414 contact hours.

Annual Leave: 35 days per annum plus statutory holidays.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

## **SALARY**

Salary Range: £23,023 - £27,444 per annum

# Job Description

*As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.*

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
A relevant Motor Vehicle trade qualification	✓	
An allied Motor Vehicle trade qualification		✓
Relevant commercial/industrial experience.	✓	
Vocational Assessors Awards - new A awards (TDLB D32/33)	✓	
Vocational Internal Verifier Award V1 or D34		✓
Knowledge of Further Education curriculum, especially work based learning and apprenticeship provision		✓
To be able to work unsupervised demonstrating self-management when under pressure and in demanding situations	✓	
Computer Literacy and Good Administrative Skills	✓	
Highly Motivated with the ability to respond positively to change	✓	
Excellent Organisational Skills	✓	
Excellent Interpersonal Skills	✓	
Ability to work as part of a team	✓	
Excellent Communication Skills	✓	
Full driver's license	✓	