

Job Description



JOB TITLE

Electronics, Automation & Instrumentation Lecturer

ACCOUNTABLE TO:

Curriculum Team Leader

INTRODUCTION

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘Enable people to recognise and develop their potential’.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

MAIN PURPOSE OF THE ROLE

- To develop and deliver courses including the theoretical knowledge and practical skills for Lakes College learners, at a range of levels in accordance with the college’s conditions of service, in order to achieve high quality learning experiences and excellent outcomes for learners.
- To undertake course administration including lesson planning, schemes of learning, student progress tracking, registers etc. and other course related duties to ensure efficient delivery of the curriculum and accurate course administration.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- To contribute to the delivery and monitoring of course modules and units assisting in the planning and development of courses, in order to contribute collaboratively, economically and systematically to the college academic and resource systems.
- To undertake research and development to devise and produce materials from awarding organisation guidance or specific requests to ensure materials are

kept up to date and assist with course design and development in order to contribute to the continuous improvement of the academic/business base of the college.

- To assist when required in the recruitment of learners, curriculum and programme organisation and development, and the generation of new course programme products, in order to meet the college's strategic objectives.
- To ensure that learners achieve agreed academic targets by providing well defined programmes of learning and opportunities to achieve specified outcomes.
- Initiating, via the Student Mentor team pastoral and tutorial support as required, in accordance with the relevant college policies and procedures.
- To monitor and assess learner progress to ensure that learners achieve a high quality experience and excellent outcomes.
- To undertake the duties of assessment and accreditation, including preparation of assignments and marking, and to accredit prior learning ensuring that students are treated consistently and in accordance with college policies and procedures.
- To carry out internal quality assurance (IQA) duties as required by the programme area manager to ensure that both the verification of learners' work and course requirements comply with the standards and criteria laid down by awarding organisations and external bodies.
- To undertake responsibilities such as Course Leadership, specific department or cross college roles as agreed with the Programme Area Manager in order to contribute to the effective functioning and development of the programme area, department or college objectives.

GENERIC COLLEGE ACCOUNTABILITIES

- To operate within the college's safeguarding children and vulnerable adult's policy to promote and safeguard the welfare of college's learners who are under the age of 18, and of vulnerable adults to meet the college's moral and legal responsibilities.
- To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
- To contribute to the quality system of the section to ensure the delivery of a high quality service.

- To participate in the college's performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
- To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
- To proactively create, communicate, implement and support the college's Sustainability Development Strategy to ensure college targets are achieved.
- To operate and support college's Equal Opportunities Policy, in order to ensure adherence throughout the college.
- To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
- To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college's reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

HOW TO APPLY

For full information about this role or to apply visit www.lcwc.ac.uk/job

**Person Specification – Lecturer
Electronics, Automation & Instrumentation**

	Essential	Desirable	Assessment Method
Qualifications			
Literacy and Numeracy qualifications at minimum Level 2 or be willing to update	✓		AF /Cert
Hold a recognised teaching qualification (Certificate of Education, PGCE or B Ed) or commitment to obtaining one within a specified period after commencement		✓	AF/Cert
Degree in a related discipline.	✓		AF/Cert
Experience			
Recent and relevant industry experience in sector	✓		AF / IV
Knowledge of Automation Systems (including robotics), Programmable Logic Controllers, Embedded Systems & Software, Electronics & Electrical Science	✓		AF / IV
Demonstrable in-depth knowledge of subject area	✓		AF / AT / IV
Recent relevant teaching experience with good or outstanding observation grades		✓	AF / AT / IV
Experience in post 16 education / training including curriculum design, delivery, assessment and evaluation		✓	AF/AT/IV
Teamwork & Personal Credibility			
Work collaboratively and for the good of all	✓		AF / AT / IV
Welcome suggestions for improving standards and offer suggest improvements	✓		AF / AT / IV
Act as a team player	✓		AF / AT / IV
Accept responsibility for personal activities within agreed parameters	✓		AF / AT / IV
Display a high standard of personal integrity	✓		AF / AT / IV
Demonstrate a good understanding of and positive commitment to organisational objectives	✓		AF / AT / IV
Communication			

Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner	✓		AT / IV
Analytical & Decision Making Skills			
Uses logic, analysis, experience and models to solve problems	✓		AT / IV
Organised and attentive to detail	✓		AT / IV
Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand	✓		AT / IV
Internal Customer Orientation			
Demonstrates meeting expectations of internal customers, including students	✓		AT / IV
Develops relationships with internal customers and gains their respect	✓		IV
Treats internal customers fairly and in a non-discriminatory manner	✓		IV
Personal Effectiveness & Initiative Taking			
Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output	✓		AT / IV
Ability to prioritise own work, multi-task and shift priorities	✓		AT / IV
Proactive in taking action to achieve goals	✓		AT / IV

***Assessment method:**

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview