

# LINCOLN COLLEGE

## JOB DESCRIPTION

**Post Title:** Instructor in Mechanical Engineering **Grade:** Support Scale 5/6

**Post Number:** LC0540P

**Date:** November 2018

**Line Manager:** Head of Learning and Skills

**Directorate:** Curriculum and Quality

**Daily Supervision:** Learning and skills Lead

**Unit/School:** School of Professional Industries

### **Job Purpose:**

To instruct and assess engineering students.

This role is workshop based and involves teaching Lathe work and Machining along with hand fitting skills.

### **Principal Duties and Responsibilities:**

1. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
2. To maintain professional standards and expertise by undertaking relevant professional development.
3. To maintain quality standards appropriate to the post.
4. To conform with the Health and Safety requirements relevant to the post.
5. To contribute towards the development of an inclusive learning environment.
6. To contribute to the development and delivery of engineering programmes.
7. To prepare, instruct and assess students at levels level 1 - level 3 and in line with awarding body requirements.
8. To contribute to and work effectively as a member of the Engineering team.
9. To carry out and maintain documentation required by the College and by the awarding bodies.
10. To support tutorial process by reviewing progress and reporting to personal tutors.
11. To assist with the operation and commercial development of the School.
12. To contribute to the process of programme marketing and the recruitment and selection of students.
13. To liaise with employers and parents as appropriate.
14. To participate in any cross-college working / strategy groups as may from time to time be established.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.**

# LINCOLN COLLEGE

## PERSON SPECIFICATION FORM

**Post Title:** Instructor in Mechanical Engineering

**Grade:** Support Scale 5/6

**Post No:** LC0540P

**Date:** November 2018

**Directorate:** Curriculum and Quality

**Unit/School:** School of Professional Industries

No	Requirement	Proposed Selection Method *
<b>Knowledge</b>		
1	A Teaching qualification, or the ability and willingness to obtain a level 3 teaching qualification within 2 years of commencing employment (4 Years for fractional posts).	A/I
2	Level 3 or equivalent qualification in mechanical engineering or appropriate industrial experience.	A/I A/I
3	Assessor and Verifier Award Or the willingness to achieve them at the college	
<b>Skills/Abilities – Interpersonal</b>		
4	The ability to work in a non-discriminatory manner.	A/I
5	The ability to respond to the individual learning needs of customers.	A/I
6	The ability to assess and feedback to students undertaking engineering qualifications.	A/I
7	The ability to instruct students in practical engineering machining and fitting activities.	A/I/T
8	The ability to liaise with all stakeholders.	A/I
<b>Experience</b>		
9	Relevant experience of working in an engineering workshop environment Turning and Milling.	A/I A/I
10	The ability to teach and assess engineering practical skills.	
<b>Work Related Circumstances</b>		
11	The ability and willingness to undertake relevant staff development.	A/I
<b>Skills/Abilities – Other</b>		
12	Appropriate level of IT skills to undertake relevant duties, ie Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I/T
14	Ability to travel to all sites.	A/I

**Prepared By:** Derek Howsham

**Designation:** Head of Engineering and Technology

**Date:** June 2018

\* A = Application Form

I = Interview

T = Test