



JOB DESCRIPTION

Lecturer in Motor Vehicle



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Lecturer – Motor Vehicle
REPORTING TO: Head of Department
HOURS: 36 Hours per week (Full time)
GRADE: Teaching and Learning 21-35

KEY RESPONSIBILITIES

1. Teach groups including associated preparation and marking
2. To develop and deliver dynamic learning programmes that meet the needs of learners and utilise a diverse range of teaching and learning strategies.
3. To identify and assess learners' needs throughout their programme of study.
4. To plan, design and deliver learning programmes/sessions and facilitate learning in line with course aims, objectives, mode of assessment and accreditation
5. To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
6. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like

MAIN RESPONSIBILITIES

1. Support the promotion of courses and the recruitment and enrolment of learners.
2. Ensure effective assessment of learners to help to ensure that learning meets individual needs.
3. Maintain a safe learning environment by supporting learners in understanding how to keep themselves, and others, safe and notifying management of any risks.

4. Promote the fundamental British values of democracy; the rule of law; individual liberty; the mutual respect and tolerance of those with different faiths and beliefs.
5. Utilise a wide range of teaching and learning tools to create and plan interesting and engaging learning opportunities.
6. Deliver outstanding learning, using creative learning strategies that will inspire and engage learners to reach their full potential.
7. Provide learners with academic and pastoral support to help them achieve their goals.
8. Mark and assess learners' work, providing feedback that supports learners to improve.
9. Take responsibility for the progress and achievement of all learners on your course.
10. Champion our Maths and English strategy and embed the development of these in your teaching.
11. Lead a programme or course, maintaining high standards of behaviour and performance, and providing high quality experiences to raise learners' aspirations.
12. Liaise with student support functions, external agencies and parents to help ensure that learners make good or better progress.
13. Use and analyse programme data to support effective course management.
14. Deliver IAG to support learners' decision making and high rates of progression

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	Possess a degree in an appropriate subject area	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	
	Level 3 qualification in Electrical	
PREVIOUS EXPERIENCE/ JOB KNOWLEDGE	Relevant industrial experience in the area concerned	
	Pastoral or equivalent experience and understanding to support the broad needs of students	
	Understanding and experience of curriculum development and innovation and developments in contemporary education	
	Understanding of relevant Health and Safety requirements	
SKILLS (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative	
	To have excellent oral and written communication skills	
	Ability to teach on a range of courses in the subject area	
	Ability to provide learning and tutorial support for students	
	Ability to promote and recruit for courses	
	To have a high level of organisational and administrative skills	
	Competent IT and keyboard skills	

SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline 	
OTHER FACTORS/ ADDITONAL REQUIREMENTS	<p>An understanding of and commitment to equality of opportunity</p>	