

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Lecturer Mechanical Engineering
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Post Holder	
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Accountable To	Head of Sector STEM and Sustainable Construction
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Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
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Department	STEM and Sustainable Construction
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Overall Purpose of Job

To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Head of Sector.

Main Duties and Responsibilities

CORE KEY ACCOUNTABILITIES:

- 1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
- 2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
- 3 Effective assessment of learning and teaching, student tutorials/projects, etc.
- 4 To maintain accurate records relating to student attendance and achievement.
- 5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
- 6 To comply with all College Policies and Procedures.
- 7 To provide curricular guidance and first line discipline to students as required.
- 8 To maintain professional teaching standards and vocational qualifications.
- 9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
- 10 To participate in Portfolio area and other College meetings as required.

You may also be required to:

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the Portfolio area in terms of recruitment, marketing and resourcing as required.

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION – Mechanical Engineering Lecturer

QUALIFICATIONS	Essential or Desirable
Educated to SCQF level 7 or equivalent in Mechanical Engineering or in an equivalent, relevant discipline	E
TQFE	D
Formal Trade Qualification	D
L&D9DI or Equivalent	D
KNOWLEDGE	Essential or Desirable
Understanding of the range of skills to be delivered in Mechanical Engineering	E
Ability to form motivating relationships with learners	E
Good communication skills with groups and individuals	E
Ability to work independently but recognise when to seek advice	E
Basic IT skills (word processing, use of internet, e-mail)	E
Knowledge of sustainable and new technologies	D
Ability to design, produce and use a range of assessment instruments.	D
Knowledge of the College's assessment system	D
Previous knowledge of delivering Academic units	D
Aware of strategies to engage young learners	D
Understanding of possible learning difficulties	D
EXPERIENCE	Essential or Desirable
Professional experience and up to date skills in Mechanical Engineering	E
Experience of industrial systems	E
Experience of Electronic Engineering	D
Experience of Robotics and Control systems	D
Prior lecturing / delivery of classes in engineering	D
INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Good knowledge of social inclusion issues.	D
Good knowledge of discrimination issues	D
Evidence of Continuing Professional Development	D

In-Post Training:

Successful applicants will be expected to achieve Learning and Development units required for the post within 12 months. The College will allocate time and support to the successful applicant to achieve the units within the timeframe.

General:

The above outline of major tasks and activities is not exhaustive. Postholders are expected to carry out activities within their ability/experience and within the overall remit of the post.

The post will be operated on an annualised hours basis

Selection Activities:

The selection activities used will depend on the Curriculum Area and specific nature of the lecturer role to be filled. The Recruiting Manager and HR Officer will discuss and determine the most appropriate activities at the Vacancy Requisition stage.