

## JOB DESCRIPTION

- Post Title:** Lecturer / Course Manager in Motor Vehicle
- Responsible to:** Programme Leader
- Status:** Permanent, Full Time 37 hours
- Purpose of the job:** To provide accessible and high quality learning experiences to meet the needs of the learner

### REASEHEATH COLLEGE MISSION

**“To inspire achievement by delivering outstanding education and skills”**

### REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

**P** eople      **R** esponsibility      **I** ntegrity      **D** iversity      **E** xcellence

### Key Tasks and Responsibilities of your Job Role

| Key Result Areas                                  | Tasks   |
|---|---|
| <b>CUSTOMER Learning &amp; Skills Development</b> | <ul style="list-style-type: none"> <li>• Develops new and existing curriculum content consistent with college approved procedures to meet learner and customer needs</li> <li>• Leads and guides students in a range of scholarly activity which enhances learning</li> </ul>   |
| <b>CUSTOMER Quality</b>                           | <ul style="list-style-type: none"> <li>• Assesses, examines and supports students and candidates using a variety of methods to maximise learner potential</li> <li>• Implements quality assurance processes for one or more college programmes to enable consistency in assessments and quality in delivering teaching and learning</li> <li>• Delivers teaching sessions to a consistently good/outstanding level.</li> <li>• Contributes effectively to improvement of Key Performance Indicators (KPIs)</li> </ul> |

|  |   |
|--|---|
| <b>CUSTOMER</b><br><b>Business Development</b> | <ul style="list-style-type: none"> <li>• Provides educational guidance and participates in marketing and recruitment of students to attract potential learners and support them through to enrolment.</li> <li>• Develops links and builds relationships with industry and associated stakeholders in order to enhance the reputation of the College and maximise income streams</li> </ul>   |
| <b>PEOPLE &amp; CULTURE</b>                    | <ul style="list-style-type: none"> <li>• Provides Course Management to one or more student groups in line with College procedures to ensure the achievement of outstanding success rates</li> <li>• Builds a high performing staff course team through effective people management which ensures accountability and clarity of objectives and which utilises and develops the skills, knowledge and competencies of all staff members</li> <li>• Participates fully in personal professional development following appraisal of individual needs and uses knowledge and skills to develop teaching practice</li> <li>• Establishes effective working relationships with all interdependent areas of the College to support co-operative partnership working and to maximise the learner experience</li> </ul> |
| <b>RESOURCES</b>                               | <ul style="list-style-type: none"> <li>• Utilises learning resources and opportunities fully and effectively in order to enhance learner experience and employability</li> <li>• Optimises use of the College Engineering Department through knowledge transfer internally and externally</li> <li>• Ensures meeting of high standards in respect of health and safety, equality and diversity, safeguarding and child protection matters</li> </ul>  |
| <b>FINANCE</b>                                 | <ul style="list-style-type: none"> <li>• Works with the Curriculum Area Manager/Head of Department to ensure effective management of departmental budgets</li> <li>• Identifies cost effective methods of course delivery in order to ensure decisions are made with full consideration of the financial impact</li> </ul>  |

**PLEASE NOTE**

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

**Please note this role constitutes ‘regulated activity’ as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced CRB with barred list information prior to starting employment.**

## JOB DESCRIPTION

### PERSON SPECIFICATION – Lecturer/Course Manager in Motor Vehicle

| Key Results Area                                  | Knowledge & Skills   | Competencies   |
|---|--|--|
| <b>CUSTOMER Learning &amp; Skills Development</b> | <p>Minimum Level 3 qualification (or be willing to work towards one)</p> <p>Level 2 Maths &amp; English or equivalent</p> <p>Recognised Teaching Qualification (or be willing to work towards one)</p> <p>IT skills in MS office Applications</p> <p>A period of relevant and successful time within the Motor Vehicle Service and Repair industry</p> <p>Demonstrable evidence of Continuous Professional Development</p> | <p><b>Developing Self &amp; Others</b></p> <p><b>Flexibility</b></p> <p><b>Planning and Prioritising</b></p> |
| <b>CUSTOMER Quality</b>                           | <p>Demonstrable evidence of delivering inspirational educational activity that is appropriate to the learner and of the highest quality standards</p>  | <p><b>Passion for Improvement</b></p> <p><b>Integrity &amp; Accountability</b></p>                           |
| <b>CUSTOMER Business Development</b>              | <p>Ability to build relationships within the industry to forward our reputation and business opportunities</p> <p>Ability to communicate and negotiate effectively with individuals at all levels including students, parents, colleagues and the wider industry</p> <p>Demonstrable relevant commercial experience</p>  | <p><b>Influencing &amp; Impact</b></p> <p><b>Teamwork</b></p>  |
| <b>People &amp; Culture</b>                       | <p>Technically sound with inspirational and innovative teaching ability</p> <p>Self motivated with ability to motivate others and enthuse learners to succeed</p>  | <p><b>Leadership</b></p> <p><b>Teamwork</b></p> <p><b>Developing Self &amp; Others</b></p>                   |

|                  |  |   |
|------------------|--|---|
| <b>Resources</b> | Ability to maximise student experience and own and develop work programmes | <b>Planning &amp; Prioritising</b><br><b>Integrity &amp; Accountability</b> |
| <b>Finance</b>   | Ability to work within Departmental budgetary limits                       | <b>Problem Solving</b><br><b>Planning &amp; Prioritising</b>                |