

**Teacher: Advanced Manufacturing Engineering**  
**Directorate of Engineering**  
**Ref: 21.29**

## 1. The Appointment

This is a great opportunity for a dynamic, professional individual qualified in an appropriate discipline to join a forward thinking college to develop and teach advanced manufacturing engineering across a range of courses and across all disciplines.

We are seeking to recruit enthusiastic and dynamic individuals to be part of our Engineering team, to teach and assess across a range of programmes. You will plan, deliver and assess identified vocational programmes and support developments within the area.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

You will be a role model for college learners and will work to the classroom professional standards.

This post carries a commitment of 836 delivery hours.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) To co-ordinate, design, deliver and develop a programme(s) of study for a group(s) of learners in College.
- b) To develop best practice in learning, teaching and assessment ensuring standardisation and continuity.
- c) To assess learners according to established guidelines.
- d) To develop part-time and full-time programmes.
- e) To design, develop and monitor resources for learner use.
- f) To act as personal tutor to a group/s of students and co-ordinate tutorial support liaising with the head of department. Provide accurate current feedback on progress and outcomes to managers and students.
- g) To monitor and manage student attendance and maintain appropriate standards of behaviour.
- h) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.

- i) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- j) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- k) To undergo continuous professional development as appropriate and directed.

## 2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Cert Ed/PGCE or relevant training/teaching qualification	✓	
Minimum of a level 3 qualification within relevant vocational sector	✓	
Assessor Award (or willing to work towards)	✓	
Verifier Award (or willing to work towards)	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualification/experience	✓	
<b>Experience</b>		
Current experience of delivering learning in an educational sector.		✓
Evidence of delivering high quality and effective learning experience		✓
Evidence of providing learning to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Recent Relevant experience of working within an appropriate vocational environment.		✓
Producing and presenting information and reports using a variety of methods.	✓	

	Essential	Desirable
Ability to plan, execute and evaluate activities	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Ability to build positive relationships	✓	
Self managing/reflective	✓	
Ability to plan and prioritise	✓	
Act as an effective professional ambassador of the College	✓	
Research skills	✓	
Presentation skills	✓	
Understanding of the changing sector requirements		✓
Knowledge and awareness of DDA legislation and inclusion agenda		✓
Knowledge of current national and international initiatives and how they are interpreted into the College's strategic plan		✓
Ability to plan, execute and evaluate activities	✓	
<b>Skills/Knowledge</b>		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
<b>Qualities/Approach linked to college values</b>		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

#### 4. Position within the College

The post-holder will report to the Head of Department.

#### 5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Delivery Contract and is subject to those terms and conditions.
- b) The salary will be within the Delivery Scale, up to £37,722 per annum.
- c) You will be entitled to 32 days leave (plus bank holidays).
- d) You will be required to work 37 hours per week on a flexible basis.
- e) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required.

#### 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 15<sup>th</sup> August 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY**

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to a Disclosure and Barring Service check.**

**The successful candidate will be required to pay for the DBS check themselves; the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.**