

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

APPOINTMENT OF LECTURER – MECHANICAL ENGINEERING

FULL TIME, PERMANENT

Hartlepool College of Further Education's outstanding School of Engineering seeks to appoint an ambitious and enthusiastic engineering professional to join their team.

The successful candidate must hold a minimum HNC level qualification in a relevant discipline along with relevant industry experience or knowledge. The ability to communicate effectively, verbally and in writing are also essential for this post.

It is desirable but not essential for candidates to hold a teaching qualification on application. We will support new entrants into this position and welcome discussions with applicants also looking for a career change.

Salary up to £33,516 per annum

For full details and application forms please go to www.hartlepoolfe.ac.uk/jobvacancies, or contact Human Resources on 01429 404169.

Completed application forms must be returned by **08:30 on Monday 1 July 2019**.

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to thorough pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Hartlepool College is a medium sized institution with an annual enrolment of approximately 4500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

The Schools include:

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

JOB DESCRIPTION

POST TITLE	-	Lecturer – Mechanical Engineering
REPORTING TO	-	Head of School – Engineering
SALARY	-	Up to £33,516 per annum
HOURS	-	Full time (37 hours per week)
HOLIDAYS	-	47 days plus Bank Holidays

THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable to plan, deliver and assess a range of Engineering programmes, from level 2 to HNC which are offered to post 16 and adult learners.

Applicants need to be qualified to at least HNC level, or equivalent, in a relevant vocational qualification. Excellent verbal and written communication skills are also essential. The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

MAIN DUTIES AND RESPONSIBILITIES

In addition to teaching responsibilities, the successful applicant will be required to:-

- Formal scheduled teaching, tutorials and student assessment.
- Management of learning programmes and curriculum development.
- Student transitions, educational guidance and academic and pastoral support.
- Preparation of learning materials and student assignments.
- Marking of students' work and examinations.
- Monitor, track and record student retention, achievement and success.
- Assist in the initiation and delivery of short courses to contribute to the School's commercial portfolio.
- Assist in the development of apprenticeship programmes and employer/industrial liaison.
- Administration duties, for example maintaining student records
- To promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- Occasional marketing activities and consultancy work
- Engage in Personal professional development
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post
- To perform such duties consistent with the position as may be required by the Principal from time to time.

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

PERSON SPECIFICATION

POST TITLE - Lecturer – Mechanical Engineering

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1 – Teaching qualification, or the willingness and ability to achieve within an agreed timescale	E	i
2 - Minimum HNC level qualification in a relevant discipline (or equivalent)	E	i
3 – Degree-level qualification in relevant discipline	D	i
4 – Relevant industrial experience or knowledge	E	i
5 – Excellent knowledge of Mechanical Engineering	E	i, ii, iii
6 – Assessor award, or the willingness and ability to achieve within an agreed timescale	E	i
7 - Demonstrable track record of delivering outstanding outcomes for learners especially in terms of success rates	D	i, iii
8 – Demonstrable record of working with apprentices with knowledge of Technical Apprenticeship delivery	D	i, iii
9 - Good IT skills to support both administration duties and to enhance teaching, learning and assessment practice	E	i, iii
10 - Strong organisational skills to manage diverse and conflicting priorities proactively	E	i, iii
11 - Exemplary oral and written communication skills	E	i, ii and iii
12 - The desire continuously to develop professional skills	E	i and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview

Approved _____ Principal

Head of School

Post Holder

Date

