

## Job Description

<b>Job Title:</b>	Lecturer of Engineering
<b>Responsible to:</b>	Head of Engineering
<b>Functional Liaison with:</b>	Head of Student Success, Head of Higher Education Curriculum Delivery, Course Teams & Staff both within and outside University Studies as required
<b>Main Purpose:</b>	To provide course leadership, contribute to academic delivery and the on-going development of the provision within University Studies at West Suffolk College

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Fully participate in the development of the University Studies Course portfolio within HE Engineering.
- Function as Course Leader for Engineering (Degree and HNC/HND) and conduct academic administrative work specific to the programme and participation in relevant committees within University Studies.
- Delivery to include, but not limited to BEng Power Transmissions; BEng Control Systems; BEng Industrial Automation; BEng Electrical and Electronic Applications; HND Industrial Systems; HND Research Project; HNC Electrical and Electronic Principles.
- Chair course team meetings to oversee academic delivery, fully supporting the team, quality assurance processes and respond to the student voice through the on-going leadership of the engineering HE provisions:
- Develop a coherent strategy that aligns with learning, teaching and assessment targets and embeds employability against key performance indicators
- Ensure module availability, module diets and timetables have been set up in accordance with University Studies processes
- Provide an overall vision and coherence for the Learning Teaching and Assessment of the subject area and ensure all staff involved in its delivery have a clear understanding of this and participate in relevant communications and any changes
- Ensure compliance with Academic Regulations and Procedures & Processes at course level
- Lead on quality and compliance reporting and ensure attendance at US and partner quality assurance committees and meetings
- Lead on periodic review and revalidation processes and manage (oversight of) minor modifications to the course through formal processes
- Participate (and lead where appropriate) on external reviews e.g., PSRB, QAA
- Ensure scheduling of regular team meetings (as per academic calendar) to discuss course organisation, management, delivery and student experience
- Attend Graduation Ceremonies and celebrate the achievement of our students
- Lead and contribute to the academic delivery of the engineering provision:
- Ensure the development and delivery of high-quality learning and teaching, including face to face, online and practical teaching and assessment as required.

- Design and facilitate effective assessment processes for students including the setting, marking and moderation of student work (theoretical and practical), individually or collectively as part of a module team in accordance with quality assurance procedures.
- Design and develop innovative and inspiring learning modules including, enhanced online learning approaches.
- Ensure all students receive Personal Academic Tutorials
- Oversee attendance and attainment
- Work closely with student representatives and respond to student voice.
- Ensure marketing and recruitment of the engineering provision, collaborating with HE Leadership Team. Contribute to open days, attend career functions and widening participation events, some of which may be on a Saturday.
- Function as mentor to new members of staff and give support to other new team members where appropriate, dependent on experience.
- Perform general duties attached to the post on the College premises.
- Teach at any of the Eastern Colleges Group regional centres.
- Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
- Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.
- Perform these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and considers US / WSC commitment to access and participation
- Undertake any other duties commensurate with the grade of the post as required by Head of Engineering or Executive Dean of University Studies.
- The above job description is not exhaustive and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant honours degree or equivalent qualification in Engineering with an Electrical Bias.</li> <li>• Master's degree in engineering.</li> <li>• It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• PhD or equivalent professional qualification in a related field.</li> <li>• Registered Membership of a professional Engineering body.</li> <li>• Teaching qualification or HEA Fellowship*</li> </ul>	<b>I,A,</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• An inspiring academic that can raise aspirations and support learners in their progression.</li> <li>• Up to date knowledge, experience, and expertise in Power Transmissions; Control Systems; Industrial Automation; Electrical and Electronic Applications; Industrial Systems; Electrical and Electronic Principles.</li> <li>• Ability to develop a coherent programme strategy that aligns with Learning, Teaching and Assessment targets and Student Outcomes.</li> <li>• A strategic awareness of the specialist discipline, and the ability to undertake appropriate forward planning in response to national, regional, and local policy developments.</li> <li>• Able to participate (and lead where appropriate) on external reviews e.g., PSRB, QAA.</li> <li>• Ability to support the diverse academic and personal needs of individual students.</li> <li>• Ability to enthuse, motivate and facilitate student learning and intellectual challenge.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with national educational standards and awarding /validating body requirements.</li> <li>• Have the technological ability to complete work both on Campus and remotely, to include experience of utilising voice conferencing, ideally via Microsoft Teams, and of working from home</li> <li>• Ability to use digital learning management systems.</li> </ul>	<b>A,I,P</b>

<b>Experience</b>	<ul style="list-style-type: none"> <li>Professional experience in Electrical Engineering, or related field.</li> <li>Experience of teaching in higher education.</li> <li>Proven ability to exercise strong and effective leadership.</li> <li>Extensive teaching experience of HNC, HND, and BEng programmes.</li> </ul>	<ul style="list-style-type: none"> <li>Substantial post-qualification experience in Electrical Engineering.</li> <li>Experience of designing new programmes of learning at Undergraduate level.</li> <li>Experience of compliance with Academic Regulations and Procedures at programme level, including full engagement with the External Examiners.</li> </ul>	<b>A, I,</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>An appreciation for cultural and ethnic diversity is essential.</li> <li>A willingness to undergo any training or development as, or when, appropriate.</li> <li>Ability to work as a member of a team and to demonstrate solid leadership skills.</li> <li>The capacity for self-awareness and empathy for others.</li> <li>Excellent communication skills (written and oral).</li> <li>Receptive to new ideas and new ways of working.</li> <li>Resilience.</li> </ul>		<b>A, I,</b>
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>Commitment to continuing personal development through continual professional learning.</li> </ul>		<b>A, I,</b>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. Holidays: 52 days holiday, plus bank holidays.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Teachers Pension TPA.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Colleges Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.

## College Character Strengths

We have eight college character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the college is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.