

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Supply Lecturer - Motor Vehicle
Post Holder	
Accountable To	Delivery Team Manager
Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
Department	Applied Construction & Engineering

Overall Purpose of Job
To provide effective learning, teaching and assessment as agreed with the Head of Sector and Delivery Team Manager

Main Duties and Responsibilities
<p>CORE KEY ACCOUNTABILITIES:</p> <ol style="list-style-type: none"> 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 Faculty and other College meetings as required. <p>You may also be required to:</p> <ol style="list-style-type: none"> 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

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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

QUALIFICATIONS		Essential or Desirable
TQFE		D
PDA Learning & Teaching		D
IMI Diploma in Light Vehicle Maintenance and Repair Principles or Equivalent at SCQF Level 7		E
Professional qualification related to subject area		E

KNOWLEDGE/SKILLS		Essential or Desirable
Current relevant Industry knowledge		E
Experience of delivery		D

EXPERIENCE		Essential or Desirable
Experience in teaching subject area or related subject		D
Experience of working in subject related sector		E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Effective Presentation skills.		E
Excellent communication skills – both individual and group.		E
Negotiating and influencing skills.		E

OTHER ABILITIES/QUALITIES		Essential or Desirable
Good time management & organisational skills.		E
Effective decision-making skills.		E
Excellent ICT skills.		E
Ability to work flexibly and effectively respond to changes.		E