

Lecturer in Agricultural Engineering 03/11L

Salary: £20,200 to £23,230 Unqualified
£24,240 to £32,320 Teacher Qualified

Based at our Lackham Campus, an opportunity has arisen for an enthusiastic lecturer to actively contribute to our commitment for excellence within our Landbased Engineering provision. You will work as part of a committed and successful team to undertake the delivery and demonstration of best practices in Engineering and Machinery skills to both full time and part time learners at all levels.

You should have relevant industrial experience and appropriate qualifications, together with a recognised teaching qualification or be willing to attain. Previous experience of quality assurance would be desirable (although not essential)

You should be proactive and prepared to maintain and develop our learning resources and work closely with appropriate industry partners to enable our learners to succeed.

Wiltshire College is committed to the protection of young people and vulnerable adults. In consequence we are committed to safeguarding and promoting the welfare of learners and expect all staff and volunteers to share this commitment.

For further details and to apply online please visit our website at www.wiltshire.ac.uk. If you do not have access to the internet, please contact the Human Resources department on 01225 756300 quoting the relevant reference number. The closing date is 25th October 2011 at midnight..



WILTSHIRE COLLEGE

JOB DESCRIPTION

Job Title: Lecturer in Agricultural Engineering Ref: 03/11L

Grade: Lecturer

Responsible to: Curriculum Manager (AGG CL)

Introduction

All employees of Wiltshire College are required to understand and contribute to the College's Key Objectives and Core Values.

The College's **Key Objectives** support the College's road map, they are referred to as '**TEN OUT OF TEN**' and are essential for the continued success for the College and you and form part of your role with the College.

The key objectives are set out as follows:

- Drive up **quality** becoming one of the top FE institutions in the South West.
- Create a **flexible, innovative and inspiring environment** for future learning.
- Continue to develop a range of **inspirational learning experiences** delivered in a variety of ways and taking full advantage of technological advances.
- Develop vocational excellence by creating **National Skills Academies** and Centres of Excellence in arts, media, manufacturing and motor sport.
- Promote **value for money** through benchmarking and best practice, developing our workforce and maximising business **excellence and efficiency**.
- Become the **first choice for workforce training**, promoting bespoke training, apprenticeships and new opportunities for adults and employers.
- Promote and embed **equality and diversity**.
- Champion **sustainability** and integrate our policy across all sites.
- Develop stakeholder **partnerships** with universities, schools, private sector providers and other organisations to allow more learner choice and success.
- Promote the **high reputation** of the College at all times.

Wiltshire College Core Values

Our Core Values underpin the standards by which the College operates.

Put the learner first

We believe that our learners should achieve, enjoy and benefit from their experience at Wiltshire College and that their success leads to the success of the college.

Deliver outstanding quality and innovation

We believe in improving the quality of learning and the learner and customer experience.

Celebrate and respect diversity

We believe in promoting positive attitudes to diversity whilst respecting the rights and beliefs of each other, regardless of gender, marital status, age, disability, race, religion, sexual orientation, or position within the college.

Empower staff to maximise their potential

We believe that everyone who works in the college contributes to the goals of the college. We will support their development and value and celebrate their achievements and successes.

Provide an outstanding and responsive service to customers, employers and the community

We believe that the college should be the provider of choice for the customers, employers and communities we serve whilst actively promoting sustainability for the future.

Key Purpose (5 KEY PURPOSES TO BE COMPLETED ANNUALLY)

1. To work to achieve excellence in learning, teaching and tutoring, delivering teaching duties for 828 hours (you may be required to work up to 846 hours to meet organisational needs) per annum on a range of programmes delivered by the College. This work will take place on college premises, electronically, in the workplace and other external venues where appropriate.
2. To support and live the core value of putting the learner at the centre of everything that we do, specifically by ensuring that recruitment, retention and success are maximised and that the learners receive an excellent learning experience through all stages of their learning journey through the College from enrolment to progression from their programme
3. To actively participate in the development of learning programmes that meet the needs of all of our learners in the community, including work based, commercial and developing links with employers. This includes the development of effectively multiple and diverse learning and teaching strategies which allow our learners to access the full range of resources and assessment opportunities
4. To take ownership of and maintain the data for the learners on programmes in your agreed curriculum area, including the data relating to individual learners records and targets such as e-ILPs, enrolments, withdrawals, retention, achievement, success rates, progression and destinations
5. To enhance the learning experience of your learners through the effective implementation and monitoring of support programmes including personal tutorials, induction, welfare reviews, value added programmes and enrichment activities

Main Duties and Responsibilities

1. Along with the Deputy Director and Curriculum Manager, promote the core value of 'putting the learners first' and to provide an outstanding learning experience for all learners on your programme(s) of learning
2. To coordinate a full/part time programme or to have responsibility for the coordination of a group of programmes
3. To develop the learning and teaching in the agreed area of the curriculum to ensure an effective, high quality, learner focused and cost efficient delivery of the curriculum through learning and teaching which meets the needs of all learners and provides a challenging and stimulating learning experience. Where appropriate, this includes taking part in initial assessment and guidance, diagnostic testing and setting smart targets through ILPs to promote personalised learning.

4. Actively support the implementation of the College ILT strategy and the development of on-line learning materials and activities within the designated area to support the efficient and flexible delivery of the curriculum. Identify and share best practice across the curriculum area and through discussion with Deputy Director/ Curriculum Manager to visit external organisations
5. To develop appropriate schemes of work, lesson plans and assessment plans for the programme and any other relevant programme documentation.
6. To set and mark assignments and examinations and conduct assessments both for internal progress monitoring and external certification. As well as assessing learners work in accordance with awarding body requirements, to internally verify learners' work, and to liaise with awarding bodies as required
7. To support all aspects of the learner journey for the agreed full/part time programme(s) such as recruitment, attendance, learner discipline, progression. Through the curriculum team, provide high quality reports to parents/employers concerning learners' performance
8. Where appropriate to integrate Key/Functional Skills into the main programme aim, ensuring opportunities for evidence collection are maximised and timely online testing.
9. To undertake developments of the curriculum to support the programme area and the curriculum management team eg Deputy Director/Curriculum Manager and to work closely with the cross college support staff such as Advanced Practitioners and Advanced Tutors to improve learning experience across the curriculum area.
10. To take part in the quality and efficiency improvement activities including course reviews, external quality assurance, self assessment and programme development activities, including attendance and work with colleagues to improve and help to develop the programmes at appropriate levels for our learners, including work based, commercial and links with employers.
11. To undergo direct observation of classroom practice and give a commitment to self development
12. To take part in open days, marketing and recruitment activities, and to interview and enrol learners.
13. To attend internal and external meetings as and when required
14. To work with Line Manager to identify training needs and actively seek out relevant training and development opportunities in liaison with the Quality Manager of Teaching & Learning Improvement.
15. To fully participate in College programmes of staff appraisal and continuing professional development and to undertake professional development as and when required and record with the Institute for Learning
16. With the Deputy Director, identify annual curriculum targets for the designated curriculum area and monitor progress towards the achievement of the targets. Support the development of new partnership arrangements where appropriate eg schools, local authorities, consortia, and Higher Education institutions.

Other

1. To comply with and promote College Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others in the programme area
2. To understand, comply with and promote the colleges Safeguarding policy and procedures.
3. To understand, comply with and promote the colleges Diversity policies and procedures.
4. Ensure compliance with and implementation of all College policies and procedures in respect of Child Protection Legislation (Every Learner Matters)
5. To participate in cover arrangements

6. To engage in professional development and networking for the purpose of continuous professional development
7. To travel and working away from normal base as may be required from time to time.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Deputy Director and Curriculum Manager through the College performance management scheme.

Person Specification:

Lecturer In Agricultural Engineering

(E – Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ol style="list-style-type: none"> 1. To hold or be willing to work towards a qualification at degree level or equivalent. (E) 2. To hold or be willing to work towards and achieve a Diploma in Teaching and Learning (Certificate in Education) or equivalent within 5 years (E) 3. To hold an appropriate professional qualification to Level 4 or above (E) 4. To hold or be willing to work towards A1 and/or V1 or TDLB 32,33,34. (E) 5. To hold or be willing to work towards Literacy and numeracy to level 2 (GCSE A-C) (E) 6. To have proof of registration with IFL or demonstrate willingness to join and engage in Continuous Professional Development (E) 7. Be proficient in the use of Microsoft Office applications e.g. Word, Excel, Access, PowerPoint and other bespoke packages. Have the ability to set up various monitoring reports using IT applications. (E)
<p>Experience</p> <ol style="list-style-type: none"> 1. To have recent experience of professional practice, teaching and course/curriculum development; (D) 2. To have experience of working in a learner focussed environment; (D) 3. To have experience and a proven ability to prioritise workloads and meet tight deadlines; (E) 4. To have experience of working in a flexible and positive manner and being adaptable to changing work patterns; (E) 5. To have experience of maintaining paper-based records for audit purposes and possess excellent organisational skills and the ability to implement new systems of working; (E) 6. To have good recent experience of contributing to the improvement in the learning experience for learners in a curriculum area, leading to increased learner success rates (D)
<p>Skills and Attributes</p> <ol style="list-style-type: none"> 1. To be able to maintain professionalism at all times (E) 2. To possess excellent organisational skills and the ability to implement new systems of working; (E) 3. To possess good administration skills; (E)
<p>Personal Qualities, Communicating and Relating to Others</p> <ol style="list-style-type: none"> 1. To have experience of openly exchanging information and supporting colleagues, both within a team and across the organisation to achieve business targets; (E) 2. To be able to demonstrate effective communication skills, both verbal and written, as well as experience of working in a flexible and positive manner and being adaptable to changing

<p>working patterns; (E)</p> <p>3. To have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity; (E)</p> <p>4. To be able to demonstrate effective support for the College core values of putting the learners first (E)</p>
<p>Safeguarding</p> <p>1. To be able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults. (E)</p>
<p>Other</p> <p>1. To possess a driving licence (D)</p> <p>2. To be willing to use your own vehicle for business purposes (D)</p> <p>3. To have the ability to work flexibly to meet the needs of the College (E)</p> <p>4. To be prepared to undertake any relevant training considered necessary to satisfy existing or future job demands; (E)</p>

POST DETAILS

1. This is a Full Time, Established post.

2. SALARY SCALE

The post will be appointed to the Lecturer Grade, £20,200 to £32,320 per annum (grade dependent upon teacher qualification). Salary to be agreed on appointment. Salary will be paid monthly in arrears via BACS payment into a bank or building society account of your choice).

3. HOURS OF WORK

The hours of work are 37 per week. The target annualised contact hours are 828 and you may be required to work up to 846 to meet organisational needs in any one year. The actual working hours will be subject to agreement with the Deputy Director and Curriculum Manager. Saturday work and evenings may be required.

4. QUALIFICATIONS

All new unqualified teachers will be required to hold, or work towards and achieve a Certificate in Education or equivalent within 5 years.

5. ANNUAL LEAVE ENTITLEMENT

The annual leave entitlement is 37 days per annum. The annual leave year is 1st September to 31st August.

6. START DATE

This post will commence on 14th January 2012 (subject to negotiated notice period of successful candidate).

7. MEDICAL EXAMINATION

An appointment is subject to a satisfactory medical declaration and, if necessary, a medical examination, (undertaken by the candidate's own doctor), which will be paid for by Wiltshire College.

8. PROTECTION OF YOUNG PEOPLE AND VULNERABLE ADULTS

In the event of being offered the post, the successful candidate will be asked to authorise the College to carry out a police check. Where the post involves contact with learners or children under the age of 18, or vulnerable adults' disclosure from the Criminal Records Bureau will be sought. The check will include spent convictions and cautions. This will be done in the strictest confidence at interview stage. All candidates short-listed will be asked to bring with them original identification documentation.

You are required to have disclosed to the Principal any previous criminal convictions that you may have and which are not spent within the meaning of section one of the Rehabilitation of Offenders Act 1974, except where your employment falls within the scope of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (for example, where you are involved in the teaching, supervising or training of persons aged under 18).

In addition, you are required to disclose to the Principal immediately upon conviction, the fact that you have been convicted of any offence during the period of your employment with the Corporation.

If you fail to disclose any convictions in accordance with the paragraphs above, such failure to disclose may be deemed by the Corporation to be gross misconduct.

9. SATISFACTORY REFERENCES

An appointment is subject to the receipt of two satisfactory references. If the post involves Wardening, all previous employers involving work with children and/or vulnerable adults will be requested to provide verbal and written references.

10. DATA PROTECTION CONSENT

In order for the College to comply with The Data Protection Act of 1998, the successful candidate would be required to sign a consent form giving permission to process personal data.

11. PROBATIONARY PERIOD

The appointment will, in the first instance, be subject to a probationary period of ten months, after which, if the person is satisfactory in this post, the appointment will be confirmed.

12. PENSION

Lecturers are entitled to participate in the Teachers' Superannuation Scheme ("TSS") subject to its terms and conditions from time to time in force. The TSS is contracted out of the State Earnings Related Pension Scheme.

13. **NOTICE TO TERMINATE**

The appointment shall be subject to any provision relating to retirement and except in the case of dismissal for misconduct or other urgent cause, be terminable upon three months notice in writing.

The Corporation may terminate your employment without notice if you are guilty of gross misconduct, gross negligence or gross incompetence.

14. **CLOSING DATE FOR APPLICATIONS**

The closing date for applications is 25th October 2011 at Midday.

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Wiltshire College is committed to the protection of young people and vulnerable adults. In consequence we are committed to safeguarding and promoting the welfare of learners and expect all staff and volunteers to share this commitment.

Please return completed application to HR Department, Wiltshire College, College Road Trowbridge, Wiltshire, BA14 0ES.

Date Job Description prepared: 29th September 2011

Agreed by Job Holder: _____ Date: _____

Approved by Manager: _____ Date: _____

Approved by Director of Human Resources: _____ Date: _____

Notes;

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.

The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by the Head of Human Resources and a member of the Senior Management team.