



## Lecturer in Mechanical and Manufacturing Engineering

Annual Salary Up To £36,268

Full time

### **BENEFITS INCLUDE:**

**Generous holiday entitlement**  
**Defined benefit pension with around**  
**15% employer contribution**

**JOB REF: 18-094**



Colchester Institute is looking for a Lecturer in Mechanical and Manufacturing Engineering to teach Mechanical & Manufacturing Engineering and Associated subjects at levels 1 - 3 including embedment of English and Maths as appropriate.



The role involves preparing teaching and learning materials while conducting teaching activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline. As a Lecturer you will counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.



You will have a Level 3 qualification in an Engineering, Manufacturing and/or Welding & Fabrication discipline or professional industrial qualification within the sector. While a teaching qualification is desirable, candidates will be considered who are willing to work toward obtaining a teaching qualification alongside their job role. Industrial experience within the engineering / manufacturing sector is essential as well as supervisory experience and / or experience in dealing directly with customers, clients or students.



### To Apply

You can apply by sending your CV with a cover letter, or by completing one of our application forms, and sending by email to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) quoting the job reference. Please contact Human Resources using this email address or call 01206 712079 if you have any queries.

## ABOUT US

**WITH OVER 11,000 STUDENTS AND 1,200 STAFF, COLCHESTER INSTITUTE IS ONE OF THE LARGEST PROVIDERS OF GENERAL FURTHER EDUCATION, HIGHER EDUCATION, AND SKILLS TRAINING IN THE REGION.**

Colchester Institute has a clear dedication to meeting student and employer needs. We operate across three main campuses in Colchester, Braintree and Clacton, each with their own individual atmosphere and characteristics, along with a number of other learning sites in north Essex.

In this network of delivery locations, we have some of the best facilities in the country for learning and training delivery. This includes state of the art workshops and equipment, with recent additions including a £6m STEM Innovation Centre at the Braintree Campus and a £10m STEM Centre at Colchester campus, both supporting innovative teaching in a range of subjects including engineering, manufacturing, construction, and digital technologies.

But this is just a flavour of the breadth of offer and facilities; we have dedicated provision and facilities for catering and hospitality, hairdressing and beauty therapy, art, design, fashion, photography, business, administration, accounting, childcare and early years, computing, IT, web design, English, maths, film, media, foundation studies, music, performing arts, sport, travel, public services, health, science and teacher training.

As well as the ability to offer bespoke courses to students and employers in specialist areas such as gas, plumbing and electrical industries, and in the areas of business, management and general staff training. We also provide part time, recreation and leisure courses, and those leading to further and higher-level qualifications and apprenticeships.

For fifty years we have equipped thousands of students and employers with the skills they have needed to realise their aspirations and helped students of all backgrounds exceed their potential.

Our main Colchester campus is located in the heart of Britain's oldest recorded town and Roman capital. Just a five-minute walk from the main town centre, it is easily accessible by road and rail via the A12/A120 and Colchester North station, which is served by direct trains from London Liverpool Street, Chelmsford, Ipswich and Norwich.

## JOB DESCRIPTION

Job Title:	<b>Lecturer in Mechanical &amp; Manufacturing Engineering</b>
Regulated activity:	<b>Yes</b>
Responsible to:	<b>Area Head of Engineering, Manufacturing &amp; Associated Subjects.</b>
Line management of other staff:	<b>No</b>
Location:	<b>Colchester</b>
Grade:	<b>Band 1: L23-30 £24,047 - £29,510 or Band 2: L30-37 £29,510 - £36,268</b>

### Purpose Statement

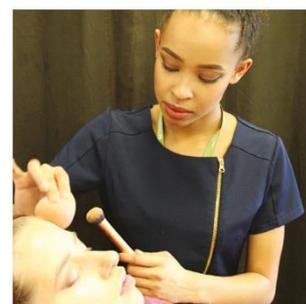
To teach Mechanical & Manufacturing Engineering and Associated subjects at levels 1 - 3 including embedment of English and Maths as appropriate.

### For Band 2 position

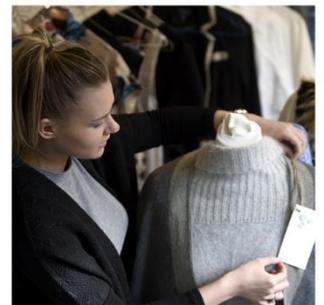
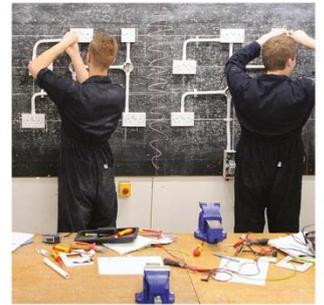
To undertake course leadership and curriculum development duties within the faculty.

### Main Duties

1. To prepare teaching/learning materials.
2. To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline.
3. To set, mark and record relevant coursework and assessments.
4. To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.
5. To contribute to the work of subject and programme teams, committees and boards, as appropriate.



6. To develop and teach the CNC milling and/or turning curriculum.
7. To continue the development of CAD/CAM and teach this topic to learners.
8. To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met.
9. To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programmes.
10. To contribute to the development of curricula and specialist facilities within the Faculty.
11. To actively promote the Institute's programmes, attend open evenings, parents evenings, careers events, school visits and similar marketing and publicity activities.
12. To maintain and extend links with external organisations as appropriate.
13. To participate in the colleges performance and development review scheme.
14. To develop and update personal professional expertise in the relevant subject areas.
15. To apply and actively promote the colleges Safeguarding, Prevent and Health and Safety Policies.
16. To actively promote equality and diversity and apply the colleges E & D policy.
17. To undertake such other duties as may be required by or on behalf of Colchester Institute provided that they are consistent with the nature of the post.



*This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute*

#### SAFEGUARDING:

*Colchester Institute is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All roles are subject to an Enhanced Disclosure and Barring Service check. Please contact Human Resources for further information if required.*



## Person Specification – Lecturer in Mechanical & Manufacturing Engineering REF:18-094

	<b>Essential</b>	<b>Desirable</b>
Qualifications/ Training	<p>Level 3 qualification in an Engineering, Manufacturing and/or Welding &amp; Fabrication discipline or professional industrial qualification within the sector.</p> <p>Evidence of C P D.</p> <p>Willingness to work towards a recognised teaching qualification.</p>	<p>HNC/HND and/or Degree level qualification in an engineering discipline.</p> <p>Teaching Qualification. e.g. Cert Ed.</p> <p>Assessor award.</p> <p>Internal verification award.</p>
Knowledge/ Experience	<p>Industrial experience within the Engineering / Manufacturing sector.</p> <p>Supervisory experience and / or experience in dealing directly with customers, clients or students.</p> <p>Knowledge of Equality and Diversity processes and procedures.</p> <p>Knowledge of safeguarding requirements within education.</p> <p>Experience of working with young people.</p>	<p>Teaching experience.</p> <p>Course leadership experience.</p> <p>Knowledge and experience of curriculum development.</p> <p>Experience of inspiring, challenging and stretching learners during delivery.</p>
Skills/ Abilities	<p>Excellent communication skills written and oral.</p> <p>Good IT skills including the ability to use or willingness to learn CAD software.</p> <p>Empathy with young people.</p> <p>Experience with working with CNC Milling and/or turning machines.</p> <p>High commitment to teaching young people and the ability to stretch and inspire them during learning.</p> <p>Good team working skills particularly the ability to work closely and effectively with other staff.</p> <p>Proactive approach to work and the willingness to take on new and challenging tasks.</p> <p>Able to work without supervision.</p> <p>Able to work flexible hours to meet work demands.</p>	<p>Able to undertake workplace assessments.</p>
Special Requirements	<p>Ability to travel between campuses as required.</p>	

## Staff Benefits

**Holidays** – 40 days for lecturing staff plus bank holidays, 28 days rising to 33 days for business support staff and managers after 5 years' service plus bank holidays and 35 days plus bank holidays for academic management staff.

**Pension scheme** – membership of a Defined Benefit Pension Scheme, either the Local Government Pension Scheme or the Teachers' Pension Scheme, both with significant employer contributions and both with life cover and survivor pension.

**Teaching and assessor qualifications funding support** – if college budget allows for teaching staff this can include Certificate in Education/Post Graduate Certificate in Education qualification, and can equate to £12k support.

**Salary** – will be paid in accordance with the appropriate salary band where annual increments may be payable in addition to an annual pay award until the maximum of the banking is reached.

**Travel expenses** – reimbursement of the cost of travel expenses in line with expenses policy to the exclusion of travel expenses between home and normal work location.

**Learning and development and continuing professional development** – an organisational commitment to staff development, with an in-house Training & Development department responsible for arranging on-site training as well as booking external conferences and events.

**Travel discounts** – discounted travel on local and regional bus and rail networks, with the Colchester campus being close to the mainline Colchester station on the London to Norwich intercity rail service and with access to a number of local rail lines.

**Cycle to work scheme** – salaried employees can purchase a new bike and accessories and make savings on income tax and National Insurance. These savings can be equivalent of up to 40% of the retail price of the bike and equipment.

**Childcare vouchers** – these enable employees to make savings on childcare costs by sacrificing part of their salary for childcare vouchers. Within specified limits, these vouchers are non-taxable and exempt from National Insurance contributions and therefore represent a saving.

**Technogym and fitness facilities** – at our Colchester campus staff can join our state of the art Technogym with good value membership at only £10 per month by salary deduction. There is also the use of a sports hall available with staff using this for basketball and badminton.

**Discounted onsite hair and beauty facilities** - our onsite salons offer a wide range of hair, beauty and holistic services at very competitive prices. Treatments are carried out by students under the full guidance of experienced lecturers. Employees are entitled to a 15% discount.

**On Site Food & Drink facilities** - Colchester Campus has a takeaway food service operated by the Centre for Hospitality & Food students. Here you can taste foods prepared freshly by students at low prices. Also on site at Colchester Campus is the Balkerne Restaurant where you can enjoy a full dining experience at incredibly low prices.

**MOT and Servicing** - all work will be carried out by a fully qualified and experienced mechanic assisted by students. This provides students with a 'real world' garage experience to help them flourish upon completion of their qualification. In addition, all this will be conducted in the fully accredited 'state of the art' workshops run by the college.

**Staff Association** - run by staff on a voluntary basis. All employees joining automatically become members of the Staff Association. The aim of the Staff Association is to organise as many varied social events throughout the year to include all staff members and their close families.

**Employee Assistance Programme** – a 24/7 service available to employees and their immediate families providing free and confidential advice and support for personal issues; the programme also allows access to a Savings Centre where savings of up to 50% can be made with a large number of retailers.

**Wellbeing** – a range of activities under our wellbeing programme include items already listed here plus choir and initiatives such as Wellbeing Days where a range of sporting, health and socialisation activities take place for staff.

**VDU Users** – contribution to eye tests and glasses if required for VDU users via our corporate partner, Vision Express; employees receive a free eye test and if glasses are required, a contribution of £45 towards these is covered.

**Colchester Institute Course Discounts** - 35% discount off a number of courses including Higher Education courses, and a 10% discount off other courses, further details can be provided.

**Colchester Campus Nursery and Pre School Discount** – there is a privately-run nursery and pre-school located right next to Colchester campus which enables parents to have easy drop off and collection with employees enjoying a 10% discount.

**Discounted reprographic printing and PC software** – employees have access to reprographic printing and purchase of PC software such as Adobe and Microsoft products at low / discounted prices.

**Purchase of NUS card** – employees can purchase an NUS card which then allows for a range of savings including those from a wide range of retailers / services e.g. Amazon online, Topshop/Topman, Pizza Express, Zizzi, Odeon, Cineworld and Vue.

**A number of direct retail discounts** – for example, discounts on purchases from The Book People, 5% discount and free delivery for purchases from Kent Blaxill, 10% discount on purchases made at the Tiptree Tea Room at the Minories Colchester, 10% discount at Kiddi Karu nurseries, 10% discount at the Lifehouse Spa and Hotel, and discount on membership for Leisure World Colchester with facilities.