SOUTH ESSEX COLLEGES GROUP

Job Description

Job Title	**Lecturer Automotive**
Department	**Construction, Building Services & Automotive**
Reports To	**Curriculum Leader**
Location	**Stephenson Road Campus**

Job Purpose

To deliver high quality teaching, learning and assessment ensuring all learners meet or exceed their predicted outcomes and achieve their full potential. To ensure the needs of learners are met by providing a stimulating and supportive environment and taking responsibility for learner progress and welfare. To maintain accurate records and track learner progress ensuring you are complying with the requirements of the College, Awarding Organisations and professional bodies. To contribute to the success of the College and department by working as part of a team and contributing to delivery, monitoring, tracking and development activity.

Key Duties and Responsibilities

- To deliver high quality teaching, learning and assessment, including the development of relevant resources.
- Ensure learners are engaged and motivated to learn through active teaching and learning strategies that are learner centred.
- To act as personal tutor to learners, working on a one to one and group basis, recording and monitoring learner attendance and progress and working with other lecturers to identify and support those learners at risk of non-completion of their programme.
- To act as a course team leader, coordinating and leading the delivery, assessment, verification, validation and curriculum development.
- Set and mark learners' work, examinations, assessments and assignments keeping accurate records to track learner progress.
- To contribute to completion of the course level SAR and identify and implement actions for improvement.
- To act as an internal verifier and undertake internal verification in line with Awarding Organisation and College requirements as appropriate and work with the Quality and Assessment Manager to ensure effective IQA.
- Attend/lead and take an active part in programme team meetings
- To support and contribute to the planning and delivery of English and maths as appropriate.
- Contribute to the marketing and promotion of courses, including attendance at open events throughout the year.
- Assist in planning and accompany UK and overseas residential study visits.
- Achieve appropriate targets agreed with your line manager including learner welfare, recruitment, attendance, retention, success rates, value added and high grades.
- Ensure the safeguarding, health, safety and welfare of all learners in all aspects of your role liaising with Learner Support Services as necessary.
- Liaison with parents/guardians of learners including at parents' evenings.

- Be familiar with profiles of learners with complex / high needs liaising with ALS to ensure academic needs are met. Regularly report on their progress and academic targets and contribute to reports for Local Authority review meetings
- Ensure compliance with study programme guidelines including monitoring and tracking of learner progress and planning support and interventions where necessary.
- Utilise departmental and College data to plan improvement in learner outcomes, ensuring accurate information is entered onto the College systems.
- To promote and support appropriate standards of learner behaviour at all times.
- Engage with and take part in the professional practice process and use observation feedback to improve teaching practice.
- Maintain up to date knowledge of developments within industry, and contribute to planning new curriculum, course design and development.
- Liaise with employers, training providers, trade associations, parents, schools, collaborative partners and other bodies on learner vocational and curriculum issues, as appropriate.
- Collaborate with colleagues across the College to develop and enhance learner experience and grow new provision.
- Embed equality and diversity in all aspects of your role.
- Undertake such other duties commensurate with the post as reasonably required, you may be required to be trained to administer First Aid and conduct Fire Marshal duties.
- To adhere to all of the College's policies and processes including, but not limited to Safeguarding, GDPR, Equality & Diversity and Health & Safety. Policies are available for staff and training will be mandatory for all.
- Every member of staff is expected to show respect to their colleagues and to understand and adhere to the Group's value of dignity at work; they are also expected to work collegially and to support all the teams with which they have contact in achieving the Group's objectives.
- Any other duty as required by the line manager commensurate with the post.

Our Culture and Core Values

Our Culture and Core Values Our culture defines who we are and how we work. It shapes the way we teach, learn, and grow together - as professionals, learners, and members of our community.

- We are a community of professionals, inspiring our learners to be extraordinary.
- We set high standards and lead by example. Through passion, creativity, and expertise, we empower learners to achieve more than they ever thought possible.
- We are accepting and encouraging of all who come through our doors. Inclusion is at the heart of our identity.
- We celebrate individuality, welcome diversity, and create a safe, supportive environment where everyone belongs.
- Stimulated by modernity, we are diverse in thought, identity, and aspiration. We embrace innovation and forward-thinking ideas. Our differences make us stronger, and our shared ambition drives progress and transformation.
- We are powerful and ambitious - as individuals and together.
- We believe in the power of potential. By nurturing talent, celebrating success, and challenging ourselves, we grow stronger as a united community.

- We build resilience through tough love and support. We believe that challenge builds character. Our approach balances care with high expectations, ensuring that both our learners and staff have the resilience to thrive in every situation.

Every action we take - in the classroom, in our communities, and in our partnerships - reflects these values. Together, we are shaping a culture of excellence, inclusion, and transformation.

Equality, Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and people from the LGBTQ community.

Safeguarding of Children and Vulnerable Adults

The Group is committed to safeguarding and promoting the welfare of all learners. We expect everyone working for the Group to share this commitment. All posts in the College are subject to an Enhanced DBS check and where appropriate a barred person's list check.

NB: The purpose of the job description is to indicate the general level of responsibility of the position. It is not designed to be an exhaustive list. The duties may vary from time to time without changing their general character or level of responsibility.

Person Specification

It is expected that the successful candidate will be able to demonstrate the following competencies and qualities. These will be tested and assessed by application, selection test and a panel interview:

Qualifications	Essential/ Desirable	Tested
A degree or alternative professional qualification in a subject relevant to the area you will be teaching.	E	A/I
A recognised teaching qualification, (L5 or above) (PGCE, CertEd, DET/DTLLS)	D	A/I
Knowledge and Experience		
Proven successful experience of delivering high quality teaching, learning and assessment.	E	A/I
Practical specific experience of work within industry sector role	D	A/I
Knowledge of developments within the FE sector	E	A/I
Proven experience of implementing quality assurance/improvement processes	E	A/I
Proven experience of supporting learners to achieve within a College environment.	E	A/I
Experience of planning and supporting learning on study programmes and for apprentices in a College environment.	E	A/I
Skills and Abilities - The successful candidate should be able to offer evidence of appropriate skills and competencies aligned to the College values:		
Proven ability to develop good classroom practice.	E	A/I/P

Ability to analyse information and data to inform decision making.	E	A/I
Proven effective communication and presentation skills.	E	A/I
Excellent organisational and administrative skills.	E	A/I
Ability to use a range of IT applications and promote use of ILT in teaching and learning	E	A/I
Evidence of a learner-centred approach throughout all aspects of the role.	E	A/I
Ability to work as an effective team member	E	A/I
PARTNERSHIPS: Being pro-active and customer focussed with the ability to motivate and support colleagues in a team environment	E	A/I
RESPECT: Being a considerate team worker, polite in all communication, highly self-motivated, adaptable, flexible and a fast learner.	E	A/I
OUTSTANDING: Ability to think creatively when faced with operational challenges	E	A/I
UNITED: Ability to work within a team and across College to achieve the College Aims and Goals.	E	A/I
DETERMINED: ability to work to deadlines with a perseverance to succeed.	E	A/I

Key to test Methods: A = Application I = interview P = Practical test

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

Review Details	
Job Title	**Lecturer Automotive**
Date Created	**16 November 2026**
Date Issued to Employee by Line Manager	
Version	