

Course Leader – Automotive, Light Vehicle

JOB SPECIFICATION

Salary:	£39,302 – £45,250 per annum (FTE) *Plus 26.8% Employer pension Contribution
Working Hours:	37 hours per week, Permanent
Area:	Engineering & Automotive
Reporting to:	Deputy Head of Automotive and Engineering – Automotive
Location:	Bridgwater College
Closing date:	12 midnight, Wednesday 7 January 2026

The post-holder will be motivated and enthusiastic and a strong team player who strives to deliver the best possible outcomes for our learners by maximising their potential to make positive progress towards timely success.

The ideal candidate will have industry experience and be flexible in your approach to adapt to the various levels and needs of learners and line manage your team of tutors. You will be expected to deliver highly effective teaching, learning and assessment across allocated courses, programmes and subjects and be a part of a successful team of staff to contribute to the college's expectations of quality.

UCS offer a range of fantastic employee benefits including:

- Generous pension scheme
- Competitive holiday entitlement
- Dedicated CPD days
- 2 wellbeing days
- 2-week Christmas closure
- Opportunities for hybrid working
- On-site discounted gym
- Free parking

UCS College Group Extra discount package, this includes top retailers, supermarkets, holidays, entertainment packages and much more!

UCS College Group is committed to equality, diversity and inclusion and welcomes applicants from all backgrounds and communities. We are also a disability confident employer and we'll do all we can to help with your application. Please let us know if you need to request reasonable adjustments. We encourage everyone to apply who wishes to and we believe that everyone should have an equal opportunity

Job Responsibilities
Teaching Learning and Assessment
Plan, prepare and teach highly effective lessons
Prepare and effectively use plan of learning and lesson plans in line with College policies and processes
Share teaching, learning and assessment good practice to enhance the learner experience through a range of activities including Continuous Professional Development (CPD) and College Inspection Review (CIR) processes
Celebrate learners' and others' success
Work to ensure high levels of student attendance in all sessions and prompt completion of registers
Prepare cohesive assessment plans to support progress for all learners and track progress to ensure timely success
Set and mark assignments/examinations/assessments as appropriate
Set homework and extension activities, and provide timely feedback to support progress
Provide effective verbal and/or written feedback to support progress in line with awarding organisations' requirements and College processes
Facilitate work readiness activities with learners to support their development and progress
Work with learners to support continuous development of their English and maths skills
Maintain teaching files in line with College procedures
Participate in staff appraisals and staff development activities to ensure your knowledge is up to date and that your practice is continuously developing
Keep a Continuous Professional Development portfolio to record and demonstrate your own development
Complete all mandatory training as required in line with College expectations

Complete course/programme administration associated with your teaching responsibilities
Work with the team to cover lessons in line with College expectations
Use and apply modern technology to enhance the learning experience for learners e.g. ILT, VLE and specialist software/resources
Work as part of the team to implement the department operating plan in line with the College strategic plan and contribute to strategic planning through meetings and consultation
Tutoring
Take responsibility for tutoring learners
Use the College disciplinary process as a positive way to support student success
Participate in learner interviews, taster days, 'keep warm' activities and welcome days
Support learners through enrolment and induction
Work as a personal tutor, co-ordinated by senior tutors, and engage with student services as required
Use value added data and systems to plan and support individual learner progress
Develop learners emotional, social and employability skills alongside their studies
Complete one to one tutorial with learners and record progress and outcomes on the Individual Learning Plan (ILP)
Support study programme learners to participate in and gain value from the cross college tutorial programme
Prepare learner reports and contribute to parent evenings or provide employers with progress updates and outcomes as appropriate
Quality
Listen to and collate 'learner voice' feedback to support action planning for continuous improvement
Ensure and maintain standards and quality by engaging with and using the College quality systems working alongside course leaders and curriculum managers
Participate in lesson observations and College Inspection Review activities to enhance the learner experience and support continuous professional development
Undertake the role of IV/IQA as required – Training given.
Attend team meetings to standardise practice and share information

Contribute to the Self-Assessment Monitoring (SAM) process including a Quality Improvement Plan for the courses/programmes/subjects taught
Contribute to course approval process by providing subject specialist information
Continuous Professional Development
Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance the learner experience
Other
Attend Department, Area and College meetings as required
Contribute to and support delivery of the College strategic and operational plans
Supports and promotes equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
Maintains and promote a healthy and safe environment at the College to ensure students, visitors and staff are safe from harm.
Supports and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.
To partake in marketing and recruitment activities for the Section, including open evenings, school tasters and visits, student profiling for publications etc. These may occur offsite.
Any other duties connected with the post as are reasonably required from time to time

Qualifications/Skills/Knowledge/Qualities

The success of UCS College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students. Staff must enjoy working within the team philosophy of the College Group and working collaboratively.

Our values at UCS College Group are that:

Together, we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer, and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

Essential Criteria	How Measured
Hold a relevant Level 3 qualification in Automotive studies or professional qualification	Attainment certificates
Hold a teaching qualification or willing to work towards one	Attainment certificates / personal statement / interview
Have up-to-date sector/industry knowledge and/or evidence of specialist subject knowledge in key areas	Personal statement / interview
Have a strong desire to be part of a high performing team and work collaboratively across the College	Personal statement / interview
Have a strong desire to see all learners succeed and progress, and have a clear understanding of their needs and how these may be met	Personal statement / interview
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development	Microteach session / interview
Be an excellent communicator with highly developed interpersonal skills	Interview
Desirable Criteria	How Measured
Have experience in teaching and learning and have a good understanding of the Further Education sector	Employment history / personal statement / interview
Have a commitment and enthusiastic approach to continuous self-development	Personal statement / interview
Hold a driving license	Evidence at interview.

Application Forms

Fully completed application forms should be submitted online by 12 midnight, **Wednesday 7 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend a whole day assessment process.

The interview process will include;

- Individual course data analysis interview
- Informal Interview
- Microteach – 15 mins +5 mins questioning. Topic to be sent nearer date.

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. Candidates will be informed of the outcome at the end of the formal interview process.

CONDITIONS OF EMPLOYMENT

Teaching Hours

This is a teaching post, and the total teaching hours will be 828 hours per year (based on a notional 23 hours per week x 36 teaching weeks). There will be 36 hours of remission per year, thereby making the actual total teaching hours of 792 hours. Depending on the programme(s) taught on, the number of teaching weeks may be higher or lower.

Working Hours

Normal working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday but some flexibility may be required to meet the needs of the business. This is an all year round post. Teaching may be scheduled to take place on up to 2 evenings per week.

Annual Leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 35 working days, plus 8 bank holidays. Annual leave is scheduled for non-term time weeks e.g. October half term, Christmas, February half term, Easter break, May half term, July and August.

Continuous Professional Development (CPD)

Staff are entitled to 10 days off-site CPD for industrial updating, personal and professional development. All days should be booked, planned and agreed with your manager.

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Salary

The College's usual policy is to appoint new staff at the starting point of the scale, however the College will consider matching an existing salary (within the scale for the job) subject to proof of current earnings.

Christmas Closure

It has been custom and practice for the College to close for a two week period at Christmas each year, with the exception of some functions due to business requirements. This practice

will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

Benefits

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

Financial

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- UCS College Group Extra – our own retail and leisure discount scheme
- NUS Totum Discount Card

Family and Personal

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure. • Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

Recognition

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

Health and Wellbeing

- Employee Assistance Programme including Wisdom App
- College Group gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- In-house counselling service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

Leisure and Pleasure

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

Equality & Diversity

The College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College Group to ensure that children and vulnerable adults remain adequately protected. The College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs.