



JOB DESCRIPTION

POST TITLE: GRADUATE TEACHER TRAINING – CIVIL
ENGINEERING
(FIXED TERM FOR TWO YEARS, IN THE FIRST
INSTANCE)

REFERENCE: WREQ1612

GRADE: LECTURER 1-2 SCALE

JOB PURPOSE

As Graduate Teacher Training – Civil Engineering, you will be working within the Civil Engineering division as a Trainee Lecturer, supporting classroom / laboratory delivery and taking responsibility for directed study time, study workshops, and / or project mentorship for learners within the Faculty, as well as providing technical support.

As part of the programme, you will be fully funded to complete a Level 5 Diploma in Education and Training Qualification.

MAIN TASKS AND DUTIES

As post-holder, you will be responsible for the following:

- Meeting the requirements of the Level 5 Diploma in Education and Training Qualification.
- Providing high-quality teaching, learning, and assessment within the Civil Engineering division, and planning, delivering, and assessing units / subjects within this specialist area.
- Undertaking research and development of teaching and learning resources for the Civil Engineering curriculum.
- Contributing to the learners' study programmes through directed support, project-based activities, and tracking the progress of learners within the host Faculty.
- Supporting the wider work-based learning requirements of Civil Engineering Apprentices to achieve Apprenticeship frameworks in a timely fashion, including on-the-job training aspects.

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- Working alongside a subject specialist mentor to develop teaching, learning, and assessment practice.
- Contributing to activities that enrich the learning experience for learners within the Faculty.
- Attending specialist Civil Engineering training activities as part of your continuous professional development.
- Undertaking work-placed immersion activities with our partner organisations, such as Wessex Water.
- Contributing to the organisation and development of the new Weston College Construction and Civil Engineering Centre project.
- Assisting the Civil Engineering teaching staff in the management of workshops and laboratories.
- Safely setting up, preparing learning activities, and / or designing, as appropriate, equipment for use of students and staff.
- Cleaning, maintaining, and repairing equipment to maintain the work areas in a clean, neat, and tidy fashion.
- Assisting and maintaining an inventory of equipment, apparatus, and materials.
- Creating effective working relationships with our UCW Higher Education partners.
- Participate in curriculum planning / development activity, as part of the Civil Engineering Curriculum Team;
- Contributing to the ongoing quality assurance process associated with FE and HE Civil Engineering.
- Actively promoting Civil Engineering opportunities through close engagement with the College's Advice, Schools, Progression, Employability, Careers, and Transition (ASPECT) Team and partner schools through activities such as career fairs.



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GENERIC TASKS AND DUTIES

In addition to the above requirements, all members of academic staff are responsible for:

- Completing all associated organisational / administrative work, preparation, and marking.
- Dealing with immediate student disciplinary and welfare problems.
- Keeping and maintaining specified student and class records.
- Assisting with administration, recruitment, enrolment, pre-enrolment information, advice and guidance, and identification of customer requirements.
- Participating in programme / school / college activities, as requested, including parents' evenings, career events, open days, and other publicity and public relations events.
- Being subject to staff appraisal processes, in-service training, and industrial updating, based upon an assessment of individual service needs.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the Colleges' Health and Safety Procedures.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The Weston College Standard Contract of Service for academic staff applies.

SALARY

Lecturer Scale 1-2: £23,486.00 to £24,985.00 per annum.

In addition to the salary outlined above, the College will subsidise 100% of the cost for your Level 5 Diploma in Education and Training Qualification, which forms an integral part of this Academic Internship.

Please note, the College reserves the right to reclaim all tuition and exam costs associated with the Level 5 Diploma in Education and Training qualification if either the Internship is not completed or if the intern fails the qualification.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours (38 days) per annum, inclusive of statutory bank holidays and college closures.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: 720 hours (97 days) per annum, exclusive of activities relating to your Level 5 Diploma in Education and Training Qualification.

As a member of Weston College, you will be committed to develop your technical skills to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.

Weston College 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.

PERSON SPECIFICATION

GRADUATE TEACHER TRAINING – CIVIL ENGINEERING	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. You must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post (with the assistance of the College).	✓	
Civil Engineering Degree, or professional qualification.	✓	
Experience of working with young people and / or adults in an employed or voluntary capacity.	✓	
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and others.	✓	
Self-ambitious and committed to pursuing a career within the education sector.	✓	