



# JOB DESCRIPTION

**POST TITLE:** HE LECTURER IN EARLY YEARS (50%)  
**POST NUMBER:** WREQ3044  
**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

The person appointed will join a progressive team involved in the coordination and the delivery of a range of full-time and part-time higher education programmes within the Faculty of Education and Early Years.

The ideal candidate will have a Working knowledge of the Early Years/Education/Social Services sector, be student focused and committed to ensuring that learners have an outstanding experience. Applicants must have the ability to work well within a team, be flexible, highly motivated and committed with relevant industry experience and qualifications.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Subject Area Manager, and ultimately to the Dean of Faculty, for the following:

- Course leading HE programme(s), ensuring high levels of achievement and success.
- Contributing to the delivery, tracking and monitoring of assessment criteria and resultant performance of cohorts of HE students.
- Tutoring students, giving appropriate support to enable students to achieve their academic and vocational targets.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher/Post Graduate Education or employment.
- Contributing to the development and continual improvement of courses, coordinating effectively with both staff and students.
- Taking a proactive approach in marketing/liaising with local sixth forms, sector representatives and employers with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the Division and Faculty.
- Contributing to pedagogical innovation, curriculum development and planning within the Faculty of Education, Health and Lifestyle, in line with the University College Weston (UCW) Higher Education Learning and Teaching Strategy.

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- Engaging in scholarly activity as required by the Higher Education Directorate, and in line with the University College Weston (UCW) Higher Education Learning and Teaching Strategy.
- Contributing to curriculum design, to remain subject and industry/sector aware and current, in order to enhance the student experience.
- Prepare all necessary materials in order to visit and observe HE students in their workplace/placement settings
- Participating in, and contributing to external networks, partner universities, engaging with the subject community and building productive relationships with industrial bodies, professional associations, employers and practitioners as appropriate.
- Remaining abreast of the quality assurance expectations of higher education, and contributing to annual programme monitoring, student engagement and other activities as directed by the Dean of Faculty.

## **GENERIC TASKS AND DUTIES**

In addition to the requirements of the post above, all representatives of the academic staff are required to meet the following responsibilities:

- Complete all associated organisation/administrative work, preparation and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop and evaluate courses and course materials, and supervise course provision.
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- Participate in Programme/School/College activities as requested, including parents' evenings, career events, open days and other publicity and public relations events.
- Participate and undertake Staff Appraisal, in-service training and industrial updating based on an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.



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- Undertake individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties.
- Be prepared to operate on a flexible year as required.
- Comply with Information Security requirements in line with College Policy.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.

## **HEALTH AND SAFETY**

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate 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.

## **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 College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-6: £11,920.00 to £15,741.00 per annum (actual).

## **HOURS**

Hours of attendance: 18.5 hours per week.

Teaching contact hours: 414 hours per annum.

Annual leave: 177.75 hours 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.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

***Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants 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).</i>	✓	
Teaching Qualification. <i>If you do not possess a recognised Teaching Qualification, you will be required to gain this qualification within your first two years of service (with the assistance of the College).</i>	✓	
A degree, or professional qualification, which is appropriate to the work.	✓	
A higher degree.		✓
Relevant successful teaching experience.	✓	
Working knowledge of the Early Years industry.	✓	
A portfolio of research/scholarly activity within the sector.		✓
Significant relevant professional experience relating to the discipline to be taught.	✓	
A postgraduate qualification related to the discipline to be taught. <i>If the successful candidate does not hold a Masters Degree or equivalent, there will be a requirement that this is achieved within the first three years of service, if they are teaching on programmes of level 6 and above.</i>		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational, interpersonal and communication skills.	✓	



# PERSON SPECIFICATION

Ability to work as part of a team.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	