



JOB DESCRIPTION

POST TITLE: LECTURER IN PUBLIC SERVICES (PART-TIME)
POST NUMBER: WREQ3039
GRADE: LECTURER SCALE 1-6

JOB PURPOSE

As Lecturer in Public Services, you will join a successful and progressive Public Services Team, delivering a range of full-time and part-time Public Services programmes.

KEY TASKS

As Lecturer in Public Services, you will be responsible to the Subject Area Manager - Public Services and ultimately to the Dean of Faculty, for the following:

- To provide high quality teaching, learning, assessment and internal moderation across a range of Public Services courses up to and including Higher Education.
- To course lead a programme or programmes of study in Public Services ensuring high levels of achievement and success.
- Contribute to the delivery, tracking and monitoring of key skill performance amongst cohorts of students in Public Services.
- Tutorship of 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 Education or employment.
- Contribute to the development and continual improvement of courses, co-ordinating effectively with both staff and students.
- To be proactive in marketing/liasing with local schools, 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.

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GENERIC DUTIES

In addition to the requirements of the post above, all academic staff are required to:

- Complete all associated organisational / 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 provisions, where appropriate.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities, as requested, including parents' evenings.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual and / or collaborative research and consultancy work agreed by Weston College management, as part of the lecturers' current duties.
- Be prepared to operate on a flexible year, as required. Academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.



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HEALTH AND SAFETY

All members 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's standard contract of employment for Academic staff applies.

SALARY

Lecturer Scale, Points 1-6: £23,840.00 - £31,482.00 per annum (pro-rata).

HOURS

Hours of attendance: Part-time, either 14.8 or 18.5 hours per week.

Teaching contact hours: 848 hours per annum (pro-rata).

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures. (pro-rata)

The 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.</i>	✓	
A degree, or professional qualification, which is appropriate to the work.		✓
A higher degree in a relevant subject area.		✓
Relevant successful teaching experience.		✓
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>	✓	
Knowledge and experience of current teaching and learning strategies.		✓
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 your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students needs.	✓	
Working knowledge of the public protective services industries.	✓	