



# JOB DESCRIPTION

**POST TITLE:** LECTURER IN CIVIL ENGINEERING  
**POST NUMBER:** WREQ2069  
**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

As a Lecturer in Civil Engineering, you will join the Building, Automotive and Civil Engineering team, teaching on a range of Construction and the Built Environment programmes relating to your area of expertise. In addition, you will be responsible for devising schemes of work, lesson plans, course reviews, assessments, and internal verification, complying with Weston College procedures, and for staying abreast of developments relating to your specialist area.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Head of Faculty for the following:

- Teaching up to Level 5 in Construction and the Built Environment and teaching across a range of additional relevant topics, as agreed with the Head of Faculty.
- Tutoring students, showing sensitivity to their needs and encouraging the highest possible standards.
- Meeting targets, with reference to student progress on programme, student attendance, and student retention.
- Providing information, advice, and guidance to students in their progression to either employment and / or to additional courses within the College.
- Contributing to the development of programmes, courses, and training materials, as appropriate.
- Liaising with employers and external agencies, including awarding bodies and managing agents, with the object for improving programmes of learning and for forging partnerships.
- Taking part in recruitment activities and being able to offer information, advice, and guidance to those looking to follow construction professional and / or associated subject area career.
- Organising and arranging, with other staff, appropriate visits and trips for students that will help contextualise the topics being studied.



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## GENERIC DUTIES AND RESPONSIBILITIES

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

- 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 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 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 1-8: £23,486.00 – £34,036.00 per annum, plus a market-rate supplement.

### **HOURS**

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

Teaching contact hours: 828 hours per annum.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures.

*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 children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
HNC / HND Qualification (or equivalent) within a construction related subject.	✓	
Degree-level qualification (or equivalent), which is appropriate to the work.		✓
Relevant successful teaching experience in the discreet curriculum area.	✓	
Understanding and recent experience of the discreet curriculum area.	✓	
Significant, relevant experience within the Construction Industry.	✓	
Significant skill with regard to advanced surveying techniques		✓
Good working knowledge of BIM policy and BIM compliant software		✓
Teaching Qualification. <i>If you do not hold this qualification, you will be expected to work towards a recognised Teaching Qualification within the first two years of commencing this position (with the assistance of the College).</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Assessor and Verifier Awards (or equivalent).		✓
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.	✓	