



# JOB DESCRIPTION

**POST TITLE:** LECTURER IN ENGINEERING –  
ELECTRONICS/ELECTRICAL

**POST NUMBER:** WREQ1892

**GRADE:** LECTURER SCALE 1-8

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## **JOB PURPOSE**

The person appointed will join an enthusiastic engineering team working in our new engineering facilities teaching on a range of engineering programmes. The lecturer will be responsible for the delivery on engineering courses in subjects related to their specialist area study and a wider range of engineering related subjects. They will be expected to devise schemes of work, lesson plans in compliance with College procedures, complete course reviews, assessments, internal verification and look to stay abreast of developments relating to their specialist area.

## **KEY TASKS AND DUTIES**

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

- Teaching across a number of programmes on a range of subjects as agreed with the Head of Faculty (recognising an individual's specialist knowledge);
- Teaching on other programmes as required and appropriate to knowledge;
- Tutorship of students, showing sensitivity to their needs and encouraging the highest possible standards;
- For meeting targets with reference to student progress on programme, for their attendance and retention;
- Providing advice and guidance to students in their progression to either employment or other courses within the College;
- Producing all relevant reports and progression data in a timely manner for college and employers;
- 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 of improving programmes of learning and forging partnerships;
- Be prepared to arranging for and/or carrying out work-based assessments related to the area as needed;
- To take part in recruitment activities and be able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area;
- 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 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:

- 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;
- Planning, preparing, developing, and evaluating courses and course materials, and supervising course provision, where appropriate;
- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements;
- Participating in programme / school / college activities as requested, including parents' evenings;
- Participating and undertaking Staff Appraisals and in-service training, based upon an assessment of individual service needs;
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies;
- Undertaking individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties;
- Being prepared to operate on a flexible year as required; representatives of the academic staff will normally be expected to work not more than two evenings per week on average;
- Complying with Information Security requirements in line with College;
- Undertaking such other 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.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-8: £23,604.00 to £34,206.00 per annum

Hours of attendance: 37 hours per week.

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

Lecturer contact hours: 828 hours per annum.

*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 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 / 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>	✓	
Relevant Level 5 Engineering qualification.	✓	
Significant, relevant employment within the Engineering industry.	✓	
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.		✓
Relevant professional experience.	✓	
Working knowledge in at least one of the following areas: 1. Aerospace. 2. Fluid Mechanics. 3. Statics. 4. Dynamics. 5. Thermodynamics. 6. Mathematics. 7. Mathematics for control systems. 8. Electromechanical systems. 9. Hydraulic and Pneumatic systems. 10. PLC's. 11. CAD/CAM.	✓	
Assessor and Verifier Awards, or equivalent. <i>If you do not possess recognised Assessor and Verifier Awards, or equivalent, you will be required to gain a relevant qualification whilst in service (with the assistance of the College).</i>	✓	
Excellent computer literacy.	✓	
Highly motivated.	✓	

# PERSON SPECIFICATION

Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
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 responding to students' needs.	✓	