

JOB DESCRIPTION

POST TITLE: LECTURER IN ENGINEERING (TTF) –
ELECTRONICS/ELECTRICAL

POST NUMBER: WREQ2018

GRADE: LECTURER SCALE

JOB PURPOSE

The person appointed will join the engineering team as part of the Taking Teaching Further (TTF) programme at Weston College and have a specific focus on delivering within our engineering classrooms and workshops demonstrating the associate knowledge of electronics/electrical.

As an industry professional who has worked for a minimum of three years in their area of vocation, the College is looking to support the transition into the education sector with a tailored development programme.

This will include the undertaking a Level 5 Diploma in Education and Training (or equivalent/higher level teaching qualification) starting in September 2019 and will be completed by July 2021. As a new teacher the programme includes intensive support for the first eight weeks to support the transition into the educational sector followed by a model of support that provides a reduced workload until the end of March 2020.

The Taking Teaching Further programme is supported by has senior leadership commitment to, and support for, the programme throughout its delivery.

KEY RESPONSIBILITIES

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

- Upon successful completion of the TTF introduction period of 8 weeks, in conjunction with the Teaching Training programme the following responsibilities will be undertaken in the role in conjunction with the TTF development programme.
- The delivery of courses related to their specialist area and a wider range of engineering related subjects.
- Revising of schemes of work, lesson plans, course reviews, and internal verification in compliance with College procedures.
- Staying abreast of developments relating to the specialist area.
- Teaching practical and associated underpinning knowledge and theory lessons related to specialist area of engineering. To teach across a range of topics as agreed with the line manager.

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- Tutorship of students, upon completion of appropriate training, showing sensitivity to their needs and encouraging the highest possible standards.
- 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.
- Carrying out work-based assessments related to the area as needed.
- Taking part in recruitment activities; offering 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.

GENERIC DUTIES

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

- Actively participate in the TTF programme, complete all work elements of programme within an agreed schedule.
- To complete all associated organisation/administrative work, preparation and marking.
- To deal with immediate student disciplinary and welfare problems.
- To keep and maintain specified student and class records.
- To plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision.
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.

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- To participate in Programme/School/College activities as requested, including parents' evenings.
- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- To be prepared to operate on a flexible year as required; members 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.
- To undertake 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.

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 1-8: £23,604.00 to £34,206.00 per annum.

HOURS

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, minus a reduction in hours to support the TTF programme.

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> | ✓ | |
| A Level 5 qualification (or equivalent) in Engineering. | | ✓ |
| A Level 3 qualification (or equivalent) in Engineering. | ✓ | |
| 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> | ✓ | |
| Significant, relevant employment within the engineering industry. | ✓ | |
| To be confident in the engineering workshop in the general areas of bench fitting, turning, milling and ideally CNC machining. | ✓ | |
| Knowledge and experience of current teaching and learning strategies. | | ✓ |
| Relevant professional experience. | ✓ | |
| 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. | ✓ | |
| Working knowledge in at least one of the following areas: Hydraulic and Pneumatic systems, PLC's, Sheet metal fabrication, CNC programming, composites manufacture, CAD/CAM. | | ✓ |