



# JOB DESCRIPTION

**POST TITLE:** LECTURER IN ENGINEERING (WORKSHOP)  
**POST NUMBER:** WREQ3016  
**GRADE:** LECTURER SCALE 1-8

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## **JOB PURPOSE**

As a Lecturer in Engineering, will join a successful team working in the Advanced Engineering faculty teaching on a range of Engineering related programmes. You will be responsible for the delivery of courses related to your specialist area and also on a wider range of Engineering related subjects. In addition, you will be responsible for producing schemes of work and lesson plans in compliance with College procedures, completing course reviews, assessments, and internal verification, and staying abreast of developments relating to your specialist area.

## **KEY TASKS AND DUTIES**

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

- Teaching practical and theory-based lessons.
- Tutoring students, showing sensitivity to their needs and encouraging the highest possible standards.
- Meeting targets, with reference to student progress, attendance, and retention upon programmes.
- Providing information, advice, and guidance to students in their progression to either employment and / or other courses within the College.
- Producing all relevant reports and progression data in a timely manner for the 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.

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- Being prepared to arrange for and / or carry out work-based assessments related to the area, as needed.
- Taking part in recruitment activities and being able to offer information, advice, and guidance to those looking to follow an Engineering career path or associated subject.
- Organising and arranging with other staff, appropriate visits and trips for students that will help contextualise the topics being studied.

## 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.

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- 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.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-8:	£23,840.00 to £34,549.00 per annum, with the potential for a market rate supplement for exceptional candidates
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## **HOURS**

Hours of attendance:	37 hours per week.
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Annual leave:	355.5 hours per annum, inclusive of statutory bank holidays and College closures.
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*Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

Lecturer contact hours:	828 hours per annum.
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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.		✓
Relevant Level 3 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. Sheet metal fabrication. 2. Machine shop manufacturing. 3. Composites manufacturing.	✓	
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.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	



# PERSON SPECIFICATION

Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responding to students' needs.	✓	