

JOB DESCRIPTION

POST TITLE: LECTURER IN CARPENTRY
POST NUMBER: WREQ2974
GRADE: LECTURER SCALE

JOB PURPOSE

As the Lecturer in Carpentry, you will join the Building, Automotive and Civil Engineering (BACE) Team working at the South West Skills Campus, teaching on a range of Carpentry, Formwork Carpentry and Construction programmes related to your area of expertise.

You will be responsible for the delivery of courses related to your specialist area and for devising schemes of work, lesson plans, course reviews, and assessment, being compliant with College procedures, providing internal verification and staying abreast with developments relating to the specialist area.

KEY TASKS/DUTIES

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

- Teaching up to Level 3 in Carpentry & Joinery, expecting to teach across a range of 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 programmes and for their attendance and retention.
- Providing advice and guidance to students in their progression to either employment or other 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 of improving programmes of learning and forging partnerships.
- Being prepared to arrange for and/or carry out work-based assessments related to the area as needed.

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- Taking part in recruitment activities and being able to offer information, advice and guidance to those looking to follow an engineering career path or an associated subject area.
- Organising and arranging appropriate visits and trips for students that will help contextualise the topics being studied with other staff.

GENERIC TASKS/DUTIES

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

- Complete all associated organisation/administrative work, preparation and marking.
- Deal with immediate student disciplinary and welfare problems.
- Plan, prepare, develop and evaluate courses and course materials, and supervise course provision, 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 & Safety at Work Act 1974 and the College's Health & Safety Policies.
- Undertake individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties.
- 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.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.
- Comply with Information Security requirements in line with College.



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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.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 355.5 hours per annum (48 days), inclusive of statutory bank holidays.

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.

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 C 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>	✓	
NVQ Level 2 qualification (or equivalent) in Carpentry.	✓	
NVQ Level 3 qualification (or equivalent) in Carpentry.		✓
Level 2 qualification in another construction related trade, such as plastering, carpentry or maintenance operations.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain a Certificate in Education within the first two years of service, with the assistance of the College.</i>	✓	
Assessor and Verifier Awards (or equivalent). <i>All candidates for this post will be required to gain the appropriate Assessor and Verifier Awards, with the assistance of the College.</i>		✓
Significant, relevant employment within the construction and/or general building industry.	✓	
Knowledge and experience of current teaching and learning strategies.		✓
Relevant professional experience.	✓	
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational, interpersonal, teamwork, and communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	