

# JOB DESCRIPTION

**POST TITLE:** LECTURER IN ELECTRICAL INSTALLATION  
**POST NUMBER:** WREQ2587  
**GRADE:** LECTURER SCALE 1-8

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## **JOB PURPOSE**

The person appointed will join a progressive and dynamic team involved in the delivery of a range of full-time and part-time programmes within the Faculty of Building, Automotive, Civils and Electrical. The lecturer will be responsible for the delivery of courses related to Electrical installation to Level 3 commercial courses such as 18<sup>th</sup> edition and the devising of schemes of work, lesson plans, compliance with College procedures, course reviews, assessment, internal verification and stay abreast of developments related to the specialist trade area.

## **KEY TASKS/DUTIES**

The person appointed will be responsible to the Curriculum Manager and ultimately to the Dean of Faculty for the following:

- To provide high quality teaching, learning, assessment and internal moderation across a range of electrical/construction courses.
- Tutorship of students, giving appropriate support to enable students to achieve their goals.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher Education or employment.
- To contribute development and continual improvement of courses, co-ordinating effectively with both staff and students.
- To be proactive in marketing/liasing with local schools and employers with the objective of improving the programmes and forging partnership links.

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## GENERIC TASKS/DUTIES

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

- 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;
- To participate in Programme/School/College activities as requested, including parents' evenings, career events, open days and other publicity and public relations events;
- 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;
- Comply with Information Security requirements, in line with Weston College policy.
- To undertake such duties as may be reasonably required commensurate with the grade of the appointment.



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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: £23,722.00 to £34,377.00 per annum.

### **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 355.5 hours per annum, 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 4 (equivalent or above), including English and Mathematics.  <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and in Mathematics or be willing to undertake the Qualification whilst in post.</i>	✓	
A Level 4 or equivalent qualification appropriate to the work.	✓	
Significant industrial experience within the trade area.	✓	
A teaching qualification.		✓*
Knowledge and experience of current teaching and learning strategies.		✓
Competence in IT.	✓	
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 student's needs.	✓	
Working Knowledge of: <ul style="list-style-type: none"> <li>Domestic and industrial practices.</li> <li>Key skills.</li> </ul>	✓	
Vocational assessors' awards or the willingness to work towards.		✓