

# JOB DESCRIPTION

**POST TITLE:** HE LECTURER IN PUBLIC AND ENVIRONMENTAL HEALTH  
**POST NUMBER:** WREQ4188  
**GRADE:** LECTURER SCALE 1-6

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## **JOB PURPOSE**

The post-holder will join a progressive team and will be involved in the delivery of a range of full-time and part-time higher education programmes, which include the BSc (Hons) and Degree Apprenticeship in Environmental Health.

## **DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the HE Curriculum Co-ordinator, and ultimately to the Dean of Faculty, for the following:

- Supporting and contributing to the course management of the Environmental Health Degree and Degree Apprenticeship programmes;
- Provide high quality teaching, learning, assessment and internal verification across a range of HE programmes;
- Tutorship of students, giving appropriate support to enable students to achieve their goals;
- Provide effective support for students in relation to their dissertations across a number of HE programmes;
- Achieving key targets in relation to recruitment, continuation and achievement;
- Ensuring that HE quality processes are implemented and robustly complied with;
- Interviewing and giving guidance to potential students;
- Assisting and supporting students in their progression to further study or employment;
- Contribute to the development and continual improvement of courses, co-ordinating effectively with both staff and students;
- To be proactive in marketing/liaising with Feeder groups and employers;
- Develop and expand the provision and build upon current partnership links;
- To be actively involved in a range of field trips and residential visits abroad and within the UK.

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## GENERIC DUTIES

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

- Complete all associated organisation/administrative work, preparation and marking;
- Deal with immediate student disciplinary and welfare problems;
- Keep and maintain specified student and class records;
- Plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision;
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- Participate in Programme, College and University activities as requested, including career events, open days and other publicity and public relations events;
- Participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs;
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures;
- Undertake individual or collaborative research and consultancy work agreed by college management to be 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 observations, assessment and the co-ordination of internal verification;
- Ensure that the Virtual Learning Environment (VLE) for the programme meets with the standards set by Weston College and the partner university;
- Write module handbooks, liaising with the programme team, and submitting all required paperwork;
- Work with the programme team in assuring appropriate assignment briefs for approval;
- 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 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 1-6: £25,160.00 to £32,839.00 per annum (actual)

Hours of attendance: 37 hours per week.

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

*The 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.

*As a representative of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environments 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 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>	✓	
Degree-level and/or professional qualification, which is appropriate to the work.	✓	
A higher degree.		✓
Relevant successful teaching experience.	✓	
Relevant professional/industry experience.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain (with the assistance of the College) this Qualification, within the first two years of service.</i>	✓	
A professional member of the Chartered Institute for Environmental Health.	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Computer literate.	✓	
Highly motivated.	✓	
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and the ability to work effectively within a team.	✓	
Promoting a culture of involvement, listening, and responsiveness to students' needs.	✓	
Setting and achieving high standards for yourself and your students.	✓	