



JOB DESCRIPTION

POST TITLE: LECTURER IN CONSTRUCTION PROFESSIONS
POST NUMBER: WREQ3506
GRADE: LECTURER SCALE

JOB PURPOSE

The person appointed will join a progressive team involved in co-ordination and delivery of a range of full time, apprenticeships, and higher education courses in the Faculty of Building, Automotive and Civil Engineering.

The ideal candidate will have a strong working knowledge of construction and the built environment, specifically in the area of design/ surveying or planning. Applicants should be student focused and have an outstanding experience of the industry. Applicants must be able to work well as part of a team, be flexible and highly motivated.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Subject Area Manager, and ultimately to the Dean of Faculty, for the following:

- Contributing to the delivery, tracking, and monitoring of assessment criteria and resultant performance of cohorts of FE/ HE learners and apprentices.
- Tutoring students, giving appropriate support to enable students to achieve their academic and vocational targets, and supporting learners with accessing industrial placements and work experience as required.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher Education or employment.
- Contributing to the development and continual improvement of courses, coordinating effectively with both staff and students.
- Taking a proactive approach in marketing with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the faculty.
- Contributing to curriculum design, to remain subject and industry/sector aware and current, to enhance the student experience.

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- Contributing to pedagogical innovation, curriculum development and planning within the faculty.
- Engaging in scholarly activity as required by the Higher Education Directorate, and in line with the University College Weston (UCW) Higher Education Learning and Teaching Strategy.
- Participating in, and contributing to external networks, engaging with the subject community, and building productive relationships with industrial bodies, professional associations, employers as appropriate, to further the experience of learners.
- Remaining abreast of the quality assurance expectations of the courses, and contributing to course reporting, student engagement and other activities as directed by the Dean of Faculty.

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all 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 supervise course provisions, 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 and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual and / or collaborative research and consultancy work agreed by Weston College management, as part of the lecturers' current duties.

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- Be prepared to operate on a flexible year, as required. 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.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

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.

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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-8: £23,960.00 to £34,722.00 per annum, plus a market-rate supplement.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Teaching contact hours: 828 hours per annum.

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

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

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 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>	✓	
HNC / HND qualification (or equivalent) within a construction-related subject.	✓	
Degree-level qualification (or equivalent), which is appropriate to the work.		✓
Relevant successful teaching experience in the discreet curriculum area.	✓	
Understanding and recent experience of the discreet curriculum area.	✓	
Significant, relevant experience within the Construction Industry.	✓	
Teaching Qualification. <i>If you do not hold this qualification, you will be expected to work towards a recognised Teaching Qualification within the first two years of commencing this position (with the assistance of the College).</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
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.	✓	