

Job Description

JOB TITLE	Lecturer in Building Services – Plumbing (Fixed Term for 1 Year in the First Instance)
POST NO	13/14/093
GRADE	Lecturer

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 Construction and Engineering Centre of Excellence. The lecturer will be responsible for the delivery of courses related to Plumbing which in the first instance will consist of Performing Engineering Operations Level 1, Access to Building Services Engineering Level 1, Diploma in Plumbing Levels 2 and 3, NVQ Diploma in Plumbing and Heating Level 2, EAL Plumbing Environmental Technology qualifications and Apprenticeships. The successful person will devise schemes of work, lesson plans, comply with College procedures, carry out course reviews, assessment, internal verification and stay abreast of developments related to the specialist trade area.

Key Tasks

The person appointed will be responsible to the Curriculum Manager Building Services and Environmental Technologies and ultimately to the Director Construction and Engineering Centre of Excellence for the following:

- To provide high quality teaching, learning, assessment and internal moderation across a range of plumbing/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.

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- To be proactive in marketing/liaising with local schools and employers with the objective of improving the programmes and forging partnership links.

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;
- 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;
- to undertake such duties as may be reasonably required commensurate with the grade of the appointment.

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Salary

Lecturer Scale: £23,023 to £33,364 per annum

The top point of scale only accessible after successful completion of a Teaching qualification as determined by the College.

Conditions of Service

The College standard Contract of Service apply.

Hours of attendance: 37 hours per week

Annual Leave: 40 days per annum plus statutory holidays

Lecturer contact hours: 828 per annum

The College reserves the right to direct up to 10 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.

* NB All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first 2 years of service.

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.

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PERSON SPECIFICATION Lecturer: Building Services (Plumbing)

	ESSENTIAL	DESIRABLE
A Level 3 or equivalent qualification appropriate to the work.	✓	
Level 3 Plumbing & Gas qualifications	✓	
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 Students Needs	✓	
Working Knowledge of: <ul style="list-style-type: none"> Domestic and industrial practices. Key skills 	✓	
Vocational Assessors Awards - or the willingness to work towards	✓	