

## JOB DESCRIPTION

POST TITLE	:	Lecturer in BTEC Level 3, T Level Design Surveying and Planning & Higher Education (Civil Engineering/Construction)
SCALE	:	Lecturer B
SALARY	:	£32,766 - £39,101
RESPONSIBLE TO	:	Head of Construction
CLOSING DATE	:	4.30pm, Friday 4 July 2025
INTERVIEW DATE	:	Monday 14 July 2025

### **Main Purpose of the Post**

To promote and provide an excellent learning experience which ensures high achievement for all students.

### **Main Responsibilities**

- 1) To teach-FE Level 3 and HE undergraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
- 2) To be responsible for the delivery and support of L3/4 Civil Engineering Apprentices.
- 3) To supervise or assist with supervision of undergraduate students.
- 4) To contribute to the development, planning and implementation of a high quality curriculum.
- 5) To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- 6) To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- 7) To participate in the development, administration and marking of exams and other assessments.
- 8) To provide pastoral care and support to students.
- 9) To participate in the administration of the department's programmes of study and other activities as requested.
- 10) To thoroughly plan and evaluate the effectiveness of teaching.
- 11) To accurately assess and monitor student work to assure high achievement and progression.
- 12) To provide effective tutorial and pastoral support.

- 13) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 14) To maintain high quality records and provide timely information.
- 15) To teach, relevant to subject specialism, up to 832 hours per year.
- 16) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 17) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 18) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 19) To be responsible for the administration, co-ordination, resources, and successful leadership of a cross-college programme.
- 20) To undertake invigilation duties from time to time
- 21) To carry out such other duties as the Principal may reasonably request.

## PERSON SPECIFICATION

**POST:** Lecturer in BTEC Level 3, T Level Design Surveying and Planning & Higher Education (Civil Engineering/Construction)

**DIVISION:** Construction

<b><u>QUALIFICATIONS</u></b>		<b>Essential (E)/ Desirable (D)</b>	<b>To be identified by:</b>
1	A minimum of a Level 6 qualification in a Civil Engineering related discipline	E	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	D	Interview
<b><u>KNOWLEDGE</u></b>			
1	Knowledge of current issues in Civil Engineering/ Site Engineer related discipline	E	Application form/ Interview
2	Knowledge of Apprenticeship Standards in Civil Engineering at L3-5	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview
<b><u>EXPERIENCE</u></b>			
1	Experience of successful teaching of Civil Engineering at Level 3 or above in an FE environment	D	Application form/ Interview
2	Experience of successful teaching of Civil Engineering at Level 4 or above in a HE environment	D	Application form/ Interview
3	Experience of delivering tutorial/pastoral care to a group of students	E	Application form/ Interview
4	Experience working within the Civil Engineering Industry at project management level	E	Application form/ Interview

5	Experience of a Full completed apprenticeship	D	Application form/ Interview
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**PERSONAL**

1	Excellent communication and administrative skills	E	Interview
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2	Experience of using intranet and IT in the classroom	E	Interview
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3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
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4	Commitment to ongoing professional development	E	Interview
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5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
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6	Commitment to College's Single Equality Policy	E	Interview
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**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
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2	Good teamworking skills and commitment to teamworking	E	Interview
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3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
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4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment
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*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*