

Job Description:

Part Time Associate Lecturer in CAD SolidWorks (Hourly Paid) - 3 hours per week



Part Time Associate Lecturer in CAD SolidWorks (Hourly Paid) - 3 hours per week
REF: AL0105-855

The role:

At Southport College we deliver a range of engineering programmes at various levels to 16 – 19 learners and apprentices. Programmes include full time programmes at L2 and L3 T-Level and a range of apprenticeship standards.

We are seeking to appoint a CAD/SolidWorks Teacher who will be responsible for delivering high-quality instruction in Computer-Aided Design (CAD) using SolidWorks software to engineering students. The post holder will develop students' technical drawing, 3D modelling, assembly design, and engineering design skills while supporting the department's educational objectives and industry standards.

The successful applicant will be dynamic, innovative and enthusiastic and will bring a fresh approach to teaching and learning that will revitalise the experience for all students.

This is an opportunity for you to make your mark and ensure excellent teaching and learning, helping us realise our potential to be the outstanding College of the future.

Responsible to:

The postholder is responsible to the Head of Division- Trades and Technical Studies.

Key Accountabilities and Responsibilities:

Lecturer duties and responsibilities are wide ranging. They may include, but are not restricted to the following depending upon the emphasis in any given post:

- **Formal Scheduled Teaching (FST)**

which includes:

- timetabled contact with groups of learners which forms part of approved College provision including sessions scheduled to take place both on and off site
- timetabled contact with learners on individually focused programmes which form part of approved College provision including sessions scheduled to take place both on and off site and in accordance with appropriate case loading arrangements
- timetabled tutorials which form part of the College's tutorial programme including those sessions dedicated to Induction



- Tutoring of distance learner programmes which form part of approved College provision and in accordance with appropriate case loading arrangements
- Assessment requiring the observation of competence (e.g. for NVQs) in accordance with appropriate case loading arrangements and which is of necessity carried out entirely separately from the teaching and learning process

- **Ancillary duties**

The ancillary duties emanating from formal scheduled teaching include but are not limited to: -

- Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.
- To maintain and update curriculum and subject expertise as required in effectively carrying out formal scheduled teaching responsibilities.
- To oversee and monitor compliance in line with the statutory duties and College policies and procedures with due regard to Health and Safety, Equality and Diversity and Safeguarding.
- To carry out other duties which may be assigned from time to time which are reasonably commensurate with the role of Associate Lecturer.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Degree, HND, or equivalent qualification in Engineering, Mechanical Design, Manufacturing, Product Design, or a related field.	E	A
Possession of a recognised teaching qualification/or readiness to undertake in-service training.	E	A
Level 2 qualification or equivalent in Numeracy and Literacy	E	A



Proficiency in SolidWorks CAD software.	E	A
---	---	---

Skills and Experience		
Previous relevant teaching and assessing experience on engineering programmes/units including CAD SolidWorks	D	A/I
Experience in engineering design, manufacturing, or related industry practice	D	A/I
Evidence of successful achievement in terms of student outcomes	D	A/I
Evidence of high standards of classroom practice	D	A/I
Possession of relevant knowledge and expertise in Technology Enhanced Learning	D	A/I

Personal Attributes		
Excellent communication and interpersonal skills.	E	A/I
Ability to work effectively as part of a team.	E	A/I
Commitment to providing high-quality education and supporting student success.	E	A/I
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E	I
Ability to lead &/or work in a subject area and cross college team	E	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

Rate of pay: up to £24.10 per hour

(For information purposes the full-time equivalent salary is up to £43,980.00 per annum)



Summary of Terms and Conditions of Employment:

The post is offered solely under the College's Variable Hours Contract for Part-time Lecturers and is subject to relevant courses upon which it is proposed the post holder will teach actually forming during the academic year. Under the contract, the post holder will be paid only for each hour that they are required to carry out formal scheduled teaching (FST) or other professional duties which are eligible for remuneration.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 21st August 2026 (10:00am)

Interviews will be held: Within 2 weeks

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please



check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

