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<b>JOB TITLE:</b>	Part-time Lecturer in Early Years (Higher Education) (payment on an hourly paid claims basis)
<b>LOCATION:</b>	Craven College, Skipton (Multi-site)
<b>RATE OF PAY:</b>	Grade IV Teaching Rate £30.35 per hour (2017 – 18 rates)
<b>HOURS:</b>	Temporary variable hours As arranged with the Head of School/Subject Sector Leader
<b>DIRECTLY RESPONSIBLE TO:</b>	Head of School – Service and Construction Industries
<b>SPECIAL CONDITIONS:</b>	Payment for class contact hours only which includes all key duties and responsibilities outlined in the job description  Teaching is dependent on timetable requirements and student numbers in line with College funding  Pay claims for the actual hours worked are submitted on the last working day of the month, for payment on the last working day of the following month  A full enhanced disclosure check will be required via the Disclosure & Barring Service will be required for this post  Contractual requirement to obtain relevant teaching qualifications
<b>CLOSING DATE:</b>	Friday 20 October 2017 - midday
<b>INTERVIEW DATE:</b>	TBC
<b>POST NO:</b>	S482

If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at [cbaker@craven-college.ac.uk](mailto:cbaker@craven-college.ac.uk) for assistance

## JOB SPECIFICATION

### MAIN JOB PURPOSE

To deliver a defined range of units/modules to meet curriculum requirements and quality assurance procedures.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To prepare for and teach on a range of courses to full and/or part-time students within relevant curriculum areas;
- To develop and improve appropriate teaching and learning materials to support curriculum delivery including flexible learning programmes;
- To develop and carry out appropriate assessment of students' work, in accordance with College and awarding body standards and be involved in internal verification and/or moderation if required;
- To promote, develop and evaluate a range of provision within the curriculum area;
- To keep abreast of new developments in the field and evaluate new approaches to curriculum delivery;
- To be responsible for marking and monitoring students' progress throughout the programmes of study;
- To carry out administrative and recording tasks relating to your course(s) in line with Quality Assurance procedures, self-assessment, and awarding body requirements and to maintain necessary records and documentation;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate;
- You will ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To be proactive in raising standards on the courses taught in relation to retention and achievement rates;
- To be proactive in developing links with industry and organisations active in the vocational area;
- To liaise effectively with management and staff within the School and cross College;
- To attend mandatory team meetings and staff development as requested by the Subject Sector Leader/ Head of School and to be an effective team member;
- To participate in the College's appraisal scheme in line with College Policy;
- To undertake and record continuing professional development (CPD) in line with College Policy and legal requirements (with effect from 1<sup>st</sup> September 2007, 30 hours per year on a pro rata basis);
- To act as Programme Tutor, if required, and to carry out duties according to College procedures;
- To provide guidance, advice and counselling support to students in accordance with College Policy and in conjunction with the Head of School/Subject Sector Leader;
- To assist with the marketing function of the School if requested;

- To be responsible for updating the subject specialism;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
- Any other duties commensurate with grade and status as may reasonably be requested.

## **PERSON SPECIFICATION**

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

### **ESSENTIAL REQUIREMENTS**

- Degree or equivalent professional qualification in a relevant subject area;
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards);
- Qualified to Level 2 (GCSE Grade A\*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Recent relevant experience of teaching to a high standard in the FE sector, including 14-16 age range;
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Interest and understanding of current educational initiatives;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to motivate staff and work effectively as a team member;
- Ability to achieve consistently high standards under pressure;
- Willingness and ability to liaise effectively with external bodies and agencies;
- Willing to undertake professional development linked to the needs of the College;
- Computer literate;
- Driving Licence and access to an appropriately insured vehicle.

### **DESIRABLE REQUIREMENTS**

- Experience of course tutorship;
- Experience of BTEC programmes;
- Experience of delivering courses in teaching support in schools;
- Ability to apply ILT techniques within teaching;
- Knowledge of current initiatives in Early Years;
- Sound knowledge of quality issues in FE;
- Experience of IV;
- Assessor Awards.