

POST TITLE:	Part-time Lecturer in Aviation Pilot Studies/Commercial Airport Management/Airline Operations Do you have a wealth of experience and knowledge in any of these areas? Perhaps you may wish to take that well-earned break from industry and share your knowledge and expertise with others? If you are looking for a change in direction we would be interested in discussing lecturing opportunities with you at our prestigious Aviation Academy, Leeds International Bradford Airport. The Aviation Academy is a unique airside campus delivering aviation education and training across a range of vocational courses. Programmes are designed and delivered in conjunction with industry partners leading to outstanding student destinations. Industry partners include Swissport, Leeds Bradford International Airport and Air Malta. Vocational programmes are delivered from short full cost to Hons degrees. We offer a good employment package with excellent staff benefits. (payment on hourly paid claims basis)
LOCATION:	Aviation Academy – Leeds/Bradford Airport
RATE OF PAY:	Grade V Teaching rate £22.27 per hour (2017/2018) Grade IV Teaching Rate £30.35 per hour
HOURS:	Temporary variable hours As arranged with the Head of School
DIRECTLY RESPONSIBLE TO:	Head of School – Professional and Leisure Industries
SPECIAL CONDITIONS:	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 and Barring Service (DBS) for this post Contractual requirement to obtain relevant teaching qualifications
CLOSING DATE:	Tuesday 19 December 2017 - midday
INTERVIEW DATE:	TBC
POST NO:	S496

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 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 Maths 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 1st 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

- Appropriate Professional or academic qualification to minimum Level 3 or equivalent vocational qualification;
- Minimum Teaching/training qualification to Level 3, in line with College Policy e.g:
 - The Level 3 Award in Education and Training;
 - BTEC Level 3 Advanced Certificate in Training and Presenting qualification
and/or
 - willing to work towards a full Level 5 Diploma in Education & Training;
- 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);
- An excellent current working knowledge of the subject area;
- Appropriate level of experience;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the School curriculum and College needs (30 hours CPD on pro rata basis);
- To maintain continuing professional development linked to the curriculum, to include updating subject specialism;
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills;
- Computer literate;
- Appreciation of quality issues in FE;
- Willing to undertake Disclosure & Barring Service check in line with procedures.

DESIRABLE REQUIREMENTS

- Degree-level qualification/and or highly qualified in the appropriate subject area;
- FE Teaching qualification at Level 5 i.e. Certificate of Education (Cert Ed) or Post Graduate Certificate (PGCE) or Level 5 Diploma in Education and Training or willing to work towards;
- Several years' relevant industrial experience;
- Previous experience of teaching and training ideally in the FE sector.