

JOB AND PERSON DETAILS

POST TITLE:	Part-time Service Sector & Employability Skills Co-ordinator (payment on an hourly paid claims basis)
LOCATION:	Tyro Training – Skipton and Scarborough
RATE OF PAY:	£22.27 per hour - 8 hours co-ordination per month All subsequent co-ordination at half rate - per hour
HOURS:	Temporary variable hours As arranged with Line Manager
DIRECTLY RESPONSIBLE TO:	Training Operations Manager
SPECIAL CONDITIONS:	Teaching is dependent on timetable requirements 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 (DBS) for this post Contractual requirement to obtain relevant teaching qualifications
CLOSING DATE:	Monday 30 April 2018, midday
INTERVIEW DATE:	TBC
POST NO:	S514

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 co-ordinate the delivery of a defined range of Service Sector/Employability Skills 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 lead on the co-ordination and quality assurance of the College's provision in the relevant areas;
- To be proactive in developing and improving teaching materials, maintaining the currency of Tyro Training's resources portfolio, and co-ordinating the development of new provision when needed;
- To ensure the Service Sector/Employability Skills sessions delivered by Tyro Training meet regulatory requirements of the Awarding Organisation, for example Highfield Awarding Organisation and NCFE;
- To provide advice and guidance to employers, undertaking visits and training needs analysis where necessary;
- To develop bespoke programmes based on business needs and requirements;
- To co-ordinate and support trainers within the relevant sectors, providing advice and guidance as appropriate to ensure quality of delivery of training and other services to the highest standard, meeting Awarding Organisation requirements as relevant;
- To provide CPD opportunities as appropriate for trainers at both Skipton and Scarborough centres, ensuring they have and maintain the requisite technical knowledge;
- To lead on and carry out Internal Quality Assurance including standardisation, verification, appeals and complaints and understanding legal requirements and regulations;
- To keep abreast of new developments in the field and evaluate new approaches to curriculum delivery;
- To maintain course equipment, ensuring sufficient supply is available for the range of courses delivered;
- 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 liaise effectively with relevant Tyro Training personnel to share market research information and provide and promote appropriate training and services to meet the needs identified above, increasing understanding of demand, market and impact, using the information to inform programme design;
- To be proactive in developing links with industry and organisations active in the vocational area;
- To liaise effectively with management and staff within the Department and Cross College;
- To attend mandatory team meetings and staff development as requested;
- 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);
- 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;
- 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 academic or professional qualifications:
 - Teaching/training qualifications in line with LLUK regulations and College Policy, or willingness to work towards i e:
 - Preparing to Teach in the Lifelong Learning Sector (PTLLS) qualification at Level 3;
 - The Level 3 Award in Education and Training;
 - CIEH Training Skills and Practice;
 - BTEC Level 3 Advanced Certificate in Training and Presenting qualification.
 - Level 2 or equivalent qualification in Maths and English;
 - A formal Assessing qualification (A1 or D32/D33);
 - Quality Assurance Qualification (e g V1), or willingness to work towards;
- Experience of delivering service sector & employability skills courses (including food safety, health and safety, customer service, interview skills);
- An excellent current working knowledge of the subject areas;
- Experience of developing courses to meet employer needs;
- Previous experience of teaching and training ideally in private or FE sector;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Excellent interpersonal skills;
- Excellent organisational and administrative skills;
- Computer literate;
- Willingness and ability to undertake further professional development linked to the Department 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;
- Willing to undertake Disclosure & Barring Service check in line with procedures;

DESIRABLE REQUIREMENTS

- Delivered or quality assured Highfield Awarding Organisation & NCFE programmes;
- Several years' relevant industrial experience;
- Experience of managing and co-ordinating activities of a team;
- Experience of dealing with employers, including small to medium sized organisations, large employers, public sector organisations and the voluntary sector;
- Strong leadership skills and the ability to successfully motivate others.