

Post Title	Part-time Lecturer in Bricklaying (payment on an hourly paid claims basis)
Location	Craven College, Skipton (Multi-site)
Rate of pay	Grade V Teaching rate £22.44 per hour
Hours	Temporary variable hours As arranged with the Head of School/Centre Manager
Responsible to	Programme Manager Construction
Special Conditions	<p>Payment for class contact hours only which includes all key duties and responsibilities outlined in the job description</p> <p>Teaching is dependent on timetable requirements and student numbers in line with College funding</p> <p>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</p> <p>A full enhanced disclosure check will be required via the Disclosure & Barring Service will be required for this post</p> <p>Contractual requirement to obtain relevant teaching qualifications</p>
Closing Date	Sunday 18 October 2020
Interview Date	TBC
Post No.	S676

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

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 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-time students and apprentices within relevant curriculum
- To develop and improve appropriate teaching and learning materials to support curriculum delivery including remote and 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 prepare the apprentices for the end point assessment
- To keep abreast of new developments in the field and evaluate new approaches to curriculum delivery;
- To be responsible for marking, monitoring and recording 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 liaise effectively with management and staff within the School and cross College;
 - To attend team meetings and staff development either in person or remotely through teams as requested by the Programme Manager/ 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 (30 hours per year on a pro rata basis), some of which will be mandatory on line training;
 - 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 with your line manager to measure the success, retention, achievement and recruitment of your learners
 - Any other duties commensurate with grade and status as may reasonably be requested
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PERSON SPECIFICATION

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

ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in a relevant subject area;
- Vocational experience in Bricklaying;
- 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
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to achieve consistently high standards under pressure;
- Have access to a computer at home to carry out remote learning/support if required
- Computer literate;

DESIRABLE REQUIREMENTS

- Experience of course tutorship;
 - Ability to apply ILT techniques within teaching;
 - Knowledge of current initiatives in Construction
 - Knowledge of quality issues in FE;
 - Experience of IV;
 - Assessor Awards
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