

## Job Description and Person Details

Post Title	Community Led Local Development (CLLD) <b>Lecturer in Functional Skills including Maths, English, ESOL, Employability including Digital Literacy</b>
Location	Community based in Keighley
Rate of pay	Due to funding this role is paid on different pay scale points:  30 hours at Vocational Lecturer Scale point 8 £27,301 per annum (fixed point) pro rata to £21,840 per annum  6 hours at Vocational Lecturer Scale point 7 £26,126 per annum (fixed point) pro rata to £4,180 per annum  <b>Applications for one or both of these roles will be considered</b>  <i>This post is part funded through European Structural and Investment Funds (ESIF)</i>
Hours	36 hours per week
Responsible to	Project Manager
Special Conditions	This post is temporary for a fixed term up 18 December 2020 with a possible extension dependant on funding.  A full DBS Certificate via the Disclosure and Barring Service will be required for this post.
Closing Date	Sunday 1 November 2020
Post No.	A545

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](mailto:HR@craven-college.ac.uk)

### BACKGROUND

The project is receiving up to £300,000 of funding from the England European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government and the Department for Work and Pensions are the Managing Authorities for European Regional Development Fund and European Social Fund funding through the Growth Programme, funds established by the European Union to help local areas stimulate their economic development. By investing in projects the funds will help to support innovation, businesses, skills and employment to improve local growth and create jobs. For more information visit [www.gov.uk/european-growth-funding](http://www.gov.uk/european-growth-funding).

### MAIN JOB PURPOSE

**To teach Maths, English, Digital Literacy, ESOL and Employability skills on a 1:1 or small group basis to vulnerable adults in the Keighley community. To increase skills, confidence and employability to move individuals closer to employment.**

### 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 teach a maths, English, Digital Literacy, ESOL and employability non-accredited courses, 1:1 or small groups to individuals who are not able to access mainstream provision due to barriers such as poor mental health, low confidence, pre-entry English.
- To develop and design appropriate and innovative learning materials for a variety of learners;
- To prepare, mark, assess and record students work as necessary to meet audit and RARPA requirements within deadlines;
- To meet quality standards with particular reference to creating and embedding SMART targets and action plans that challenge individuals to aspire and progress;
- To work closely with project key workers and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To complete appropriate Project evidence carrying out relevant recording and administrative tasks to meet deadlines;

- 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 as appropriate;
  - To promote links with community centres, employers & external bodies and liaise effectively as required;
  - To participate in curriculum development and promotional aspects of the Project and College;
  - To attend relevant Project/College team meetings in line with College requirements;
  - To function as an effective team member within the Project and across the College, as appropriate;
  - To provide support and guidance to students and staff, as necessary;
  - 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;
  - 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 participate in the College's Appraisal scheme and undertake professional updating/staff development as required to meet the needs of the Division and College;
  - To be fully conversant with the College's Equality and Diversity aims and objectives; and take appropriate positive action in the promotion and delivery of Equality & Diversity targets;
  - To be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff;
  - 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;
- Current teaching qualification to Level 3 Certificate 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 19+ 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;
- Understand the barriers facing vulnerable unemployed individuals and how individualised learning can address these barriers.
- 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;

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#### DESIRABLE REQUIREMENTS

- Experience of ESF projects;
  - Full driving licence and use of a car.
  - Experience of delivering courses in adult and community setting;
  - Ability to apply ILT techniques within teaching;
  - Sound knowledge of quality issues in FE;
  - Experience of IV;
  - Assessor Awards
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