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| Post Title | Higher Education Sector Tutor- Business |
| Location | Craven College, Skipton (Multi-site) |
| Rate of pay | |
| Hours | Salaried staff: 36 hours pa remission from teaching pro rata Part time staff: Payment Grade V £22.27 per hour |
| Responsible to | Head of School - Professional and Leisure Industries |
| Special Conditions | A full enhanced DBS Certificate via the Disclosure and Barring Service will be required for this post. HEST remission hours, calculated on students and programmes rather than the number of groups, is reviewed annually. |
| Closing Date | Monday 21 January 2019, midday |
| Interview Date | TBC |
| Post No. | A520 |

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

BACKGROUND INFORMATION

The role of the Higher Education Sector Tutor (HEST) was created to acknowledge the growing expertise needed to create successful Higher Education courses. The role acts as a support to new tutors and provides an overview of existing provision with a goal of ensuring parity of quality, whilst acting as a link between teaching teams and the Higher Education Administration Office. If appointed to the HEST role, salaried staff will receive remission, part-time staff will receive paid hours at Grade 5 as indicated above. In liaison with Heads of School, this role is co-ordinated by the Higher Education Development Manager (HEDM).

MAIN JOB PURPOSE

To represent the higher education courses within the School at Higher Education Scheme meetings; to advise and guide course tutors, monitor the courses in liaison with the Higher Education Development Manager; to maintain an overview of the Higher Education courses within the School. To promote and develop marketing initiatives to support the growth of Higher Education within the School.

KEY DUTIES AND RESPONSIBILITIES

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

Teaching

- To teach a range of subjects the School, including at higher education levels;
- To complete all lecturing responsibilities in line the Lecturers' job description;
- To undertake and provide regular student assessment, progress reporting, marking of student work and to conduct internal verification activities, and second consideration of HE assessments;
- To monitor student qualification registrations and completion of module marks.

Curriculum

- To liaise with the Higher Education Development Manager regarding new courses: research, proposals, development and support the validation/approval process;
- To timetable in liaison with Head of School, Higher Education Development Manager and relevant Subject Sector Leader.

Marketing

- To identify specific marketing strategies and take part in marketing events in liaison with Marketing Manager, Head of School and Higher Education Development Manager;
- To monitor sector applications;
- To attend Scheme Higher Education operational meetings, and other relevant committees, if required in line with College Higher Education Scheme requirements;
- To support delivery teams through validations in liaison with Higher Education Development Manager and Head of School;
- To monitor sector courses' resources;
- To ensure sector courses have a good standard VLE.

Human Resource Liaison

- To assist Head of School with identifying staffing requirements and staff development needs regarding higher education;
- To ensure that tutors new to Higher Education delivery have formal Scheme approval before commencing teaching;
- To assist with the induction, mentoring and support of new and existing staff within the area in line with College procedures as required.

Quality

- To support Course Tutors to contribute to the Course Annual Monitoring Report (AMR);
- To present Sector current performance at Performance Reviews;
- To monitor Turnitin use;
- To liaise with Course Tutor and Higher Education Team to secure External Examiner appointments, and communicate with EE prior to visit;
- To liaise with and report to Higher Education Development Manager regarding informal complaints, disciplinarys and academic misconduct;
- To monitor deadlines for External Examiner reports and Annual Monitoring Report.

Other

- You will be expected to be fully conversant with 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 participate in the College's Appraisal scheme and undertake continuing professional development as required to meet the needs of the School and College and to maintain professional teaching status, in line with legal requirements and College Policy;
- 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 degree or equivalent professional qualification;
- Current teaching qualification to Certificate in Education/PGCE level or equivalent;
- Recent experience of higher Education teaching and assessing to a high standard, in the Further Education Sector;
- Experience of developing learning materials, including using ILT techniques;
- Previous experience in leading a team and the ability to undertake the role of Higher Education Sector Tutor;
- Understanding of Higher Education quality issues and the ability to undertake associated administrative duties including student records, etc.;
- Excellent interpersonal skills and organisational skills;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to work effectively as a team member;
- Personal motivation and the ability to work on own initiative to achieve consistently high standards under pressure;
- Willingness and ability to liaise effectively external examiners;
- Willingness and ability to undertake continuing professional development linked to the College and Higher Education Scheme needs in line with College Policy;

- Computer literate.
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DESIRABLE REQUIREMENTS

- Ability to apply ILT techniques within teaching, and use college systems;
 - Knowledge of current Higher Education curriculum changes in the relevant sector;
 - Sound knowledge of quality issues of Higher Education in Further Education;
 - Current full driving licence and access to an appropriately insured vehicle.
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