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| Post Title         | Part-time Lecturer in Sewing & Textiles  |
| Location           | Craven College, Skipton (Multi-site)   |
| Rate of pay        | Grade V Teaching rate £22.44 per hour  |
| Hours              | Temporary variable hours<br>As arranged with the Head of School/Centre Manager   |
| Responsible to     | Community & Projects Manager   |
| 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 &amp; Barring Service will be required for this post</p> <p>Contractual requirement to obtain relevant teaching qualifications</p> |
| Closing Date       | Sunday 23 June 2019  |
| Interview Date     | Monday 8 July 2019   |
| Post No.           | S607   |

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

### MAIN JOB PURPOSE

**To teach a range of funded and full cost adult part-time courses in Sewing.**

### 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 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 including using RARPA on non-accredited provision;
- 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;
- 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 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 safeguarding 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 students 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
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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

- Level 3 or equivalent professional qualification in a relevant subject area;
  - Vocational experience in sewing and textiles; must have relevant experience of working within the industry and be competent and current in all aspects of sewing including dress making, machine embroidery, soft furnishings, making blinds, wall hangings, felt making etc.
  - Current teaching qualification to Level 3 Education and Training (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;
  - Enthusiasm, passion and desire to teach others the skills involved with sewing and textiles;
  - Ability to plan and deliver all sessions practical and theory to a high standard
  - Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
  - Excellent interpersonal skills and organisational skills;
  - Flexible to work evenings, occasional weekends and in the community
  - 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;
  - Driving Licence and access to an appropriately insured vehicle.
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### **DESIRABLE REQUIREMENTS**

- Experience of working and developing provision to a diverse range of adults with individual needs.
  - Ability to apply ILT techniques within teaching;
  - Knowledge of current initiatives in textiles spheres;
  - Sound knowledge of quality issues in FE;
  - Experience of IV;
  - Assessor Awards
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