

Post Title	Part-time Lecturer in English (Functional Skills)
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 Line Manager
Responsible to	Projects and Community Manager
Special Conditions	<p>Payment for class contract 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 (DBS) for this post</p>
Closing Date	Sunday 22 September 2019
Interview Date	TBC
Post No.	S620

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 a range of courses to full and/or part-time students within relevant curriculum area;
- 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;
- 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 be proactive in raising standards on the course 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 Department and Cross College;
- To attend mandatory team meetings and staff development as requested by the Subject Sector Leader/Manager 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 act as Programme Tutor, if required, and to carry out duties according to College procedures;
 - To provide guidance, advice and counselling support to students in accordance with College Policy and in conjunction with the Line Manager;
 - To assist with the marketing function of the Department 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 safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To work closely with parents, guardians 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

- Appropriate academic or professional qualifications:
- Degree or equivalent professional qualification in English or related subject area;
- GCSE English and Maths Grade A* - C;
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed or equivalent (or working towards);
- An excellent current working knowledge of the subject area;
- Appropriate level of experience;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the curriculum, to include updating subject specialism;
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills;
- Appreciation of quality issues in FE;
- Willing to undertake Disclosure & Barring Service check in line with procedures.

DESIRABLE REQUIREMENTS

- Degree-level qualification/and or highly qualified in the appropriate subject area;
 - Several years' relevant industrial experience;
 - Previous experience of teaching and training ideally in the Further Education sector;
 - Computer literate
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