

## Job Description and Person Details

<b>Post Title</b>	Part-time Lecturer in IT and Social Media
<b>Location</b>	Tyro Training, Scarborough
<b>Rate of pay</b>	Grade V Teaching rate £22.44 per hour Grade IV Teaching rate £30.58 per hour
<b>Hours</b>	Temporary variable hours As arranged with the Line Manager
<b>Responsible to</b>	Business Development Manager
<b>Special Conditions</b>	Pay claims for the actual hours worked are submitted on the last working day of the following month  A full DBS Certificate via the Disclosure and Barring Service will be required
<b>Closing Date</b>	Sunday 3 November 2019
<b>Interview Date</b>	tbc
<b>Post No.</b>	S633

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)

## MAIN JOB PURPOSE

**To deliver and assess a defined range of IT and Social Media and related courses to meet curriculum requirements, client needs and quality assurance procedures.**

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## 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 deliver training on a range of courses in line with customer requirements;
- To develop and improve appropriate teaching and learning materials in collaboration with other staff to support curriculum delivery;
- To develop and carry out appropriate assessment of student's work, in accordance with College and awarding organisation standards; and be involved in internal Quality Assurance 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;
- To carry out administrative and recording tasks relating to your course(s) in line with Quality Assurance procedures, self-assessment, and awarding organisation 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 delivered in relation to learner success and customer satisfaction;
- To liaise effectively with management and staff within Tyro Training and across the College;
- To attend mandatory team meetings and staff development as requested by your Line Manager and to be an effective team member;
- To participate in the College's appraisal scheme in line with College Policy;

- To provide information and advice to support students in accordance with College Policy and in conjunction with the Line Manager;
- To assist with the marketing and promotion of courses;
- To be responsible for updating the subject specialism including continuing professional development;
- You will be expected 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 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;
- 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 the following essential requirements and some or all of the desirable requirements.

### ESSENTIAL REQUIREMENTS

- Appropriate academic or professional qualifications:
- Qualifications to minimum level 3 or equivalent and/or relevant vocation experience in the subject specialist areas;
- Minimum Teaching/training qualification to Level 3, in line with College Policy e.g.
  - Preparing to Teach in the Lifelong Learning Sector (PTLLS) qualification at Level 3;
  - Level 3 Award in Education and Training;
  - BTEC Level 3 Advanced Certificate in Training and Presenting qualification; and/or willing to work towards a full level 5 Diploma in Education & Training.
- Assessor qualification e. g. A1 (D32/D33) or A2 (D32);
- 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);
- An excellent current working knowledge of the subject area;
- 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;

- Ability to achieve high standards working under pressure and with minimum supervision;
  - Excellent interpersonal skills;
  - Ability to deliver high quality customer service experience;
  - Computer literate;
  - Willing to undertake Disclosure & Barring Service check in line with procedures.
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#### **DESIRABLE REQUIREMENTS**

- Degree-level qualification/and or highly qualified in the appropriate subject area;
- Several years' relevant industrial experience including experience of delivery of subject areas within the last 2 years;
- Previous experience of teaching and training ideally in the Further Education sector