

Capital City College Group - Job Description

Job Title:	HPL in Science
Grade and Salary:	£25.56 to £27.11 per hour
Service:	Head of School for Science
Centre:	Centre of Applied Science
Job Purpose:	To facilitate the delivery of Science on BTEC L2/L3 Applied Science programmes.
Does the position require regular, unsupervised contact with students?	Yes

Main Tasks:

In addition to the duties laid down by CIC conditions of service, the post holder will:

1. Teach and assess Science from Level 2 up to Level 3 across a range of associated courses.
2. Act as a course tutor for BTEC Applied Science programmes.
3. Support students effectively in all aspects of their learning as a subject teacher and course tutor
4. Facilitate internal moderation and quality assurance processes
5. Liaise effectively with Employers, Universities, Awarding bodies and their representatives
6. Produce high quality course documentation and maintain updated student records with accuracy
7. Produce high quality assessment materials that comply with National Standards
8. React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses

Capital City College Group is the licensed trading name of The WKCIC Group

EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (For all teaching and lecturing posts).
- All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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Person Specification:

Area to be assessed	Essential
Qualifications	<ol style="list-style-type: none"> 1. At least an Honours Degree in Science or relevant subject 2. Teaching qualification or a willingness to gain one
Knowledge	<ol style="list-style-type: none"> 1. Understand how to support students effectively in all aspects of their learning as a subject teacher 2. Understand how to support students effectively as a course tutor 3. An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work 4. Understand the requirements of course syllabus / course specifications and quality assurance processes
Skills and Abilities	<ol style="list-style-type: none"> 1. Ability to teach and assess Science effectively up to level 3 2. Ability to act as a course tutor to one or more groups and to lead a course team 3. Be able to liaise effectively with Employers, Universities, Awarding bodies and their representatives 4. Ability to produce high quality course documentation and to maintain student records 5. Ability to produce high quality assessment materials that comply with National Standards 6. Ability to react positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses 7. Be able to support students in all aspects of their learning as a course tutor and subject teacher.
Experience	<ol style="list-style-type: none"> 1. Experience of teaching BTEC at level 3, preferably in an FE context. 2. Experience of teaching resulting in recording high achievement rates.
Values	The candidate's values will align with the Capital City College Group mission and values (see Appendix 1).

Appendix 1: Capital City College Group Mission and Values

Our Mission

To inspire London's students and businesses with outstanding further and higher education and training which ensures their social and economic success.

Our values

Our values are the key ideas and principles that people within our organisation and our partners believe are important. They sum up why we do what we do – our purpose – and how we go about our work – our approach.

Respect

- We create a safe professional environment where people are valued
- We listen, empathise and take time to understand the views of others
- We create mutual trust by treating people well and equally.

Aspiration

- We create opportunities for transformational change for our students
- We expect great things of all our students and our staff
- We have a constant drive for progression.

Collaboration

- We are open to doing things differently and learning from others
- We work in partnership to ensure the best for students, employers and staff
- We create partnerships that deliver mutual and lasting benefit.

Creativity

- We seek out new ideas and develop new approaches
- We create opportunities for innovation
- We are agile and responsive to change and willing to take risks.

Opportunity

- We help individuals realise their dreams –whoever they are and whatever their background
- We embrace difference and break down barriers to learning wherever they exist
- We focus on the future and spotting new opportunities to develop what we do.