

**R U N S H A W**  
**COLLEGE**

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**SCHOOL OF PROFESSIONAL STUDIES AND THE TEACHING SCHOOL**

**APPOINTMENT OF CIPD TUTOR – Ref I707I26R2**

The School of Professional Studies and The Teaching School is based at The College's Euxton Campus. We are now looking to recruit a part time teacher to join our highly successful CIPD teaching team. Runshaw College currently offers Level 3 and Level 5 CIPD Certificates and Diplomas and will offer HR Apprenticeships as part of this curriculum offer.

The provision has been graded Outstanding for a number of years with excellent outcomes and outstanding feedback from employers.

Our ethos is to ensure that teaching and learning is of the highest standards and focused on added value resulting in real changes in the work place competence of individuals attending and enabling businesses to achieve their objectives.

The post will require the successful candidate to work closely with the Head of School and the CIPD Course Leader to plan, develop, teach, assess and evaluate CIPD provision. An ability to deliver other Leadership and Management curriculum, including coaching, would be desirable, but is not essential for this post.

Effective continuous professional development is seen as central to the continuing success of the College and the creation of a 'learning organisation' where all staff constantly seek to learn from others and for reviewing practices is a major goal. Our CPL programme is outstanding and seeks to support and develop individuals including higher level study and action research opportunities.

The post on offer is a very exciting one and offers great opportunities. We are grateful for your interest in the college and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application

Helen Curtis  
Head of School  
[Curtis.h@runshaw.ac.uk](mailto:Curtis.h@runshaw.ac.uk)

## **JOB DESCRIPTION**

**JOB TITLE:** Part time CIPD Tutor – Ref I707126R2

**UPDATED:** November 2017

**RESPONSIBLE TO:** Head of School

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Performance Management Process.

	<b>KEY DUTIES</b>
<b>Role Specific</b>	<ul style="list-style-type: none"><li>• Teach and assess on CIPD provision at different levels and associated short courses.</li><li>• Represent The College at external CIPD events, including the annual national CIPD conference</li><li>• Be responsible for administration related to this curriculum</li><li>• Be aware of latest developments in curriculum area, relating to training and employment opportunities</li><li>• Work with the CIPD Course Leader to prepare for and participate in CIPD External Verifier visits.</li></ul>
<b>Teaching Responsibilities</b>	<ul style="list-style-type: none"><li>• Plan, prepare and teach as required by your line manager</li><li>• Develop resources for the course/subject including maintaining effective links across College for resources</li><li>• Deliver enrichment and enhancement activities including accompanying students on external visits</li><li>• Be up to date in teaching and your subject area.</li></ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"><li>• Engage in Curriculum Development activities, individually and as a team to develop and improve the curriculum</li><li>• Be responsible for curriculum planning, development and implementation in your course/subject</li></ul>
<b>Quality</b>	<ul style="list-style-type: none"><li>• Be actively involved in the College's continuous improvement culture</li><li>• Participate in standardisation and moderation as required</li><li>• Participate in verification and moderation of the course/subject</li><li>• Ensure provision is totally aligned with best practice nationally</li></ul>

<b>Administration</b>	<ul style="list-style-type: none"><li>• Maintain comprehensive, up to date, course/subject records</li><li>• Be responsible for the appropriate administration for exam/external assessment entries for the course/subject and liaise with external exam awarding bodies as appropriate</li></ul>
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<b>College Responsibilities</b>	<ul style="list-style-type: none"><li>• Participate in Performance Management and Professional Development activities as required</li><li>• Value diversity and promote equal opportunities</li><li>• Engage in marketing activities as requested by line manager</li><li>• Work within health and safety guidelines and be aware of your responsibilities for health and safety</li><li>• Adhere to college policies and procedures, including Data Protection</li><li>• Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults</li></ul>
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**PERSON SPECIFICATION**  
**PART TIME CIPD TEACHER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
<b>QUALIFICATIONS AND ATTAINMENTS</b>			
Certificate in Education, PGCE or equivalent or willingness to achieve within a specified timescale	✓		Application form/interview
Degree in a relevant subject area or equivalent.	✓		Application form
Membership of subject specialist awarding body / professional body - CIPD	✓		Application form
Masters Degree in relevant subject area or equivalent.		✓	Application form
Assessor Award or equivalent		✓	Application form
Internal Quality Assurer Award or equivalent		✓	Application form
A willingness to undertake appropriate Continuing Professional Learning	✓		Application form/interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>			
Successful teaching or training with industry experience, including experience of teaching CIPD provision.	✓		Application form, interview and lesson observation
Demonstrate a student centred approach to teaching	✓		Lesson observation/ interview
Substantial industrial experience	✓		Application form/interview
Ability to be pro-active in developing the profile of the CIPD Continuous Improvement Team	✓		Application form/interview
Ability to deliver Leadership and Management curriculum – ILM and CMI provision		✓	Application form/interview

<b>PERSONAL SKILLS AND ATTITUDES</b>			
Display initiative, be positive and friendly	✓		Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	✓		Interview
Display energy and enthusiasm	✓		Interview
Possess excellent communication skills	✓		Interview
Possess high standards and be conscientious, including administration	✓		Interview
Be a team player	✓		Interview
Demonstrate a commitment to the process of continuous review and improvement	✓		Interview
Suitable to work with children, young persons/or vulnerable adults	✓		Interview

## MAIN TERMS AND CONDITIONS

<b>SALARY</b>	Teacher £16.47 - £22.64 per hour dependent upon qualifications and competencies plus paid holiday which increases the overall payment to £20.39 - £28.03 hour.
<b>WORKING HOURS</b>	Part-time hours as agreed with successful applicant. This will include evenings
<b>PENSION SCHEME</b>	You are entitled to join the Teachers' Pension Scheme.  Further details are available at <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>SAFEGUARDING</b>	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.  In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.  All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.  Visit <a href="http://www.homeoffice.gov.uk/db">www.homeoffice.gov.uk/db</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a>
<b>TEACHING QUALIFICATION</b>	You will be required, as part of your contract of employment, to attain a Certificate in Education, PGCE or equivalent within a specified timescale, if you are not already appropriately teacher trained
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12 month probation period.
<b>NOTICE</b>	The appointment can be terminated by 2 weeks' notice on either side (except where statutory periods afford more beneficial terms)
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is **midday, Friday 24<sup>th</sup> November 2017**.

Approved: Helen Curtis

Date: 6<sup>th</sup> November 2017