

JOB AND PERSON DETAILS

POST TITLE:	Part-time Lecturer in Leadership and Management (payment on hourly paid claims basis)
LOCATION:	Tyro Training - Scarborough
RATE OF PAY:	Grade V Teaching rate £22.27 per hour Grade IV Teaching rate £30.35 per hour
HOURS:	Temporary variable hours As arranged with the Line Manager
DIRECTLY RESPONSIBLE TO:	Business Development Manager
SPECIAL CONDITIONS:	Payment for class contact hours only which includes all key duties and responsibilities outlined in the job description Teaching is dependent on timetable requirements and student numbers 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 A full enhanced disclosure check will be required via the Disclosure & Barring Service (DBS) for this post Contractual requirement to obtain relevant teaching qualifications
CLOSING DATE:	Monday 8 January 2018 - Midday
INTERVIEW DATE:	TBC
POST NO:	S497

If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at cbaker@craven-college.ac.uk for assistance

JOB SPECIFICATION

MAIN JOB PURPOSE

To deliver a defined range of Leadership and Management, "soft skills" and related courses to meet curriculum requirements, client needs and quality assurance procedures.

KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive 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 train a range of courses to part-time students;
- To develop and improve appropriate teaching and learning materials in collaboration with Tyro Training's Business Development Manager and other staff to support curriculum delivery;
- To develop and carry out appropriate assessment of students 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 be proactive in raising standards on the courses taught in relation to learner success and customer satisfaction;
- To liaise effectively with management and staff within Tyro Training and cross 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 of 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 area;
 - Teaching/training qualifications in line with LLUK regulations and College Policy, or willingness to work towards i e:
 - Preparing to Teach in the Lifelong Learning Sector (PTLLS) qualification at Level 3;
 - Level 3 Award in Education and Training;
 - CIEH Training Skills and Practice (or equivalent);
 - BTEC Level 3 Advanced Certificate in Training and Presenting qualification.
- Level 2 or equivalent qualification in Maths and English;
- 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 a high quality customer service experience;
- Computer literate;
- 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.