



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment and refurbishment of our learning spaces with interactive technologies and the creation of the new Esports suite. You will be working as part of an enthusiastic and supportive team committed to achieving excellent outcomes for the students.

JOB DESCRIPTION

Overall Purpose Scope:

You will be required to deliver the curriculum effectively through a variety of different learning strategies, communicating effectively with students as appropriate and provide students with appropriate tutorial support in accordance with the programme and individual requirements.



Duties will also include contributing to the implementation of the College's and academic area's Quality Improvement Plans.

Main Duties and Responsibilities:

1. Curriculum Delivery

- 1.1 To deliver the curriculum effectively through a variety of different learning strategies.
- 1.2 To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
- 1.3 To communicate effectively with students and respond appropriate to their needs.
- 1.4 To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.
- 1.5 To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
- 1.6 To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
- 1.7 To contribute to programme induction as required by the Team Leader / Head of School

2. Curriculum Development

- 2.1 To participate as required in the development of the curriculum ensuring that its content is relevant and current.
- 2.2 To contribute as required to programme submissions ensuring that all deadlines are met.
- 2.3 To ensure that the curriculum meets the requirements of validating and awarding bodies.

3. Student Assessment

- 3.1 To ensure that all assessments are fairly marked and graded and that there is consistency between gradings.



- 3.2 To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.
- 3.3 To meet the deadlines set for the return of work to students and provide feedback in keeping with the policy of the School/College.
- 3.4 To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Team Leader and Head of School.
- 3.5 To attend, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by the Head of School.

4. Student Selection

- 4.1 To ensure that the selection procedures are rigorously followed.
- 4.2 To ensure that the selection criteria and its operation is in line with the College's requirements.
- 4.3 To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame.
- 4.4 To undertake interviewing and other selection procedures as required.

5. Student Management and Welfare

- 5.1 To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities.
- 5.2 To implement the College's student attendance and punctuality processes and procedures.
- 5.3 Ensuring that students are aware of guidance and support services and referring students to these services as appropriate.



6. Tutorial Support

6.1 Provide students with appropriate tutorial support in accordance with programme and individual requirements.

B. ADDITIONAL DUTIES

7. Staff Development and Appraisal

7.1 To undertake such staff development activities as required by the Head of School.

7.2 To maintain an up to date knowledge of specialist subject/discipline area.

7.3 To participate in the Appraisal Scheme as required.

7.4 To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.

7.5 To deliver such professional development programmes as may be appropriate to the skills of the postholder.

8. Management and Administration

8.1 To provide required statistical information within the time scale.

8.2 To undertake the role of class/course/group tutor/leader as required.

8.3 To maintain records in accordance with College requirements.

8.4 To participate in academic and other committees as required.

8.5 To ensure that all targets as agreed and set by the College are met.

9. Liaison

9.1 To undertake such liaison with internal and external bodies as required.



10. Marketing

10.1 To assist in the marketing or presentation of programmes in accordance with the requirements of the College.

10.2 To contribute to the academic marketing objectives as required.

11. Quality and Student Evaluation

11.1 To contribute to the implementation of the College's and academic area's Quality Improvement Plans.

11.2 To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.

11.3 To implement as required College quality processes and procedures.

11.4 To fully participate in student and programme evaluation as required.

12. Research and Consultancy

12.1 To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.

12.2 To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.

13. Teamwork

13.1 To work as an effective programme, area, School, and college team member.



14. General Duties

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote the values of the College; learner focus, responsibility, integrity, collaboration and respect
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.



- Comply with and promote College Safeguarding (including prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, 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.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

Please read the items in this Person Specification carefully, and when completing your Application form, describe and provide evidence of your knowledge, skills and experience in terms of those particular items. Selection will be based on the criteria below.

	Requirements
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<p>Knowledge, Qualifications, Experience</p>	<p>Qualified to at least Level 6 in Construction or closely related disciplinary area</p> <p>To hold, be working towards, or be willing to work towards Level 5 Award in Education and Training or equivalent</p> <p>Demonstrate knowledge of delivering innovative and inclusive learning experiences to a diverse range of students within a widening participation organisation.</p>
<p>Aptitude & Skills</p>	<p>Highly effective communication and interpersonal skills.</p> <p>Experience of working effectively, efficiently and flexibly alongside a team.</p> <p>Available to attend monthly/termly team meetings outside of teaching hours.</p> <p>High levels of competence in the use of Microsoft Office applications.</p>
<p>Attitude</p>	<p>Model appropriate behaviour including conduct, dress code and timekeeping</p> <p>Positive 'can do' attitude</p> <p>Maintain confidentiality in relation to nature of the work.</p> <p>Inclusive, collaborative and collegiate approach</p> <p>Dedication and commitment to equality of opportunity</p> <p>To work flexibly and efficiently whilst maintaining the highest professional standards and to promote and implement the policies of the College</p> <p>A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety, Prevent and Data Protection</p>

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding



This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>



Investors
in Diversity
Award

Working
Towards