

Shaftesbury

Job Description

Job Title:	Lead Employability Lecturer	
Unit/Directorate:	Education	
Reports To:	Principal	
Contract:	Full Time	
Location:	Greenwich Peninsula & Hayes, Bromley	
Grade:	MPS/UPS plus TLR 2	Date: 26/07/2024

Purpose Of The Job

In this role, you will lead the planning and delivery of tutorials on a 1-to-1 and group basis on a wide range of employability topics. You will also provide high quality careers education and develop an enrichment provision which enables learners to successfully progress to their chosen destination.

Working collaboratively with lecturers, employers and as part of the curriculum team, you will be responsible for students' work readiness and will plan relevant and engaging employability sessions which will include meaningful encounters with employers and external partners.

You will have a strong track record of establishing and maintaining employer links to support students in securing industry placements. You will have experience of planning and delivering high quality teaching on topics including employability and functional skills. You will also be able to demonstrate the lead role you have played in promoting the personal development of young people, enabling them to develop the knowledge, skills and behaviours to progress onto their next destination.

Main Duties

- To ensure the employability curriculum delivers impactful sessions which meet student needs and interests.
- To plan and deliver course modules on a 1-to-1 and group basis. Topics will include functional skills and a wide range of employability topics such as communication in the work place and preparing an application.
- To support students to further develop their skills, such as teamwork, leadership, confidence, and interview technique.
- To provide appropriate careers guidance, including signposting to independent advice where required.
- To plan and facilitate student participation in high quality, inclusive vocational work experience opportunities, both internal and external, as part of their education.
- To enable students to participate in enrichment activities.
- To collaborate with the curriculum team, therapists, local employers and higher education / apprenticeship providers to plan a holistic learning

Shaftesbury

Job Description

experience which equips students with the knowledge, skills and behaviours required to successfully progress towards employment.

- To be an active part of the curriculum team by sharing practice and attending team meetings as required.
- To forge effective relationships with local, regional and national employers, with a view to securing high quality industry placements and meaningful employer encounters for students.
- To ensure that all students undertake meaningful work-related activity during their study.
- To effectively prepare students for their work placements, both as a group and individually.
- To maintain accurate and appropriate records including destination data using college systems.
- To provide regular reports and updates on student work placements and enrichment activities against agreed targets.
- To support students in the use of IT systems to accurately record their personal and professional development, ensuring individual progress is monitored regularly.
- To be responsible for managing a team of support staff.
- To ensure effective Health and Safety planning (including risk assessments) is completed and adheres to policies, to support any student site visits or trips.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

Your Role in the Department

- You will be line managed by the College Principal, receiving regular operational support and updates from the Senior Leadership Team.
- You will work as part of the curriculum team, collaborating in planning a curriculum which will develop students' knowledge, skills and behaviours.
- You will work closely with lecturers, the Senior Team and therapists as part of a multi disciplinary team to share necessary communication and support strategies for students. You will be expected to attend curriculum meetings and be an active team member.
- You will collaborate effectively with staff across the college's two campuses.

Our Vision and Values

- To work to achieve the charity's organisational vision of 'leading innovation and skills in our communities'.
- To embody the charity's values of being open, inclusive, enabling and courageous.

Professional Expectations:

Shaftesbury

Job Description

- To act in such a manner as to promote and safeguard the interests and wellbeing of students and comply with all policies, procedures, clinical protocols, standards and guidelines.
- To maintain and develop professional expertise and knowledge as relevant to level of training and experience.
- To work within the framework of the mission statements, aims, policies and procedures of the charity and the college, and support the Christian ethos of the organisation.
- To be committed to the development of opportunities for inclusion by all students attending the college and to promote equality of opportunity and cultural diversity.
- To promote and develop a team approach across all professional disciplines at the college.

WORKING RELATIONSHIPS AND CONTACTS

Internal: All staff

External: Employers, apprenticeship providers, further/higher education providers, parents/carers, any other relevant stakeholders

Shaftesbury Person Specification

JOB TITLE:

	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Teaching qualification QTLS or QTS 	<ul style="list-style-type: none"> MidAS qualification or willingness to train 	A/I/D
Knowledge	<ul style="list-style-type: none"> Strong understanding of a variety of career pathways including the training and employment opportunities available 	<ul style="list-style-type: none"> Understanding of Gatsby Knowledge of the local area (Southeast London) 	A/I
Experience	<ul style="list-style-type: none"> Experience in planning and delivering employability courses Experience in teaching functional skills Experience in organising work experience placements Evidence of establishing and maintaining employer links 	<ul style="list-style-type: none"> Experience of leading a subject Experience working with students with SEND 	A/I
Technical/ Work-based Skills	<ul style="list-style-type: none"> Excellent literacy and numeracy skills Confident user of IT Ability to demonstrate appropriate classroom management techniques 	<ul style="list-style-type: none"> Proficiency in systems which support remote communication and collaboration (e.g. Google Chat, Navigate) 	A/I

Assessment Method Key: **A** = Application Form **I** = Interview **T** = Test **D** = Documentary Evidence

Shaftesbury Person Specification

	Essential	Desirable	Assessment Method
General Skills/ Attributes	<ul style="list-style-type: none"> • Ability to work independently, including with external stakeholders, devising your own schedule to meet the requirements of the job • Ability to manage conflicting demands, working within time pressures to complete day to day operational tasks and achieving targets in line with deadlines • Commitment to safeguarding • Commitment to inclusion • Effective team member • Good communication skills • Flexibility to travel between the college's Greenwich and Bromley campuses • Flexibility to visit students in their work placements and meet with employers, as required 		A/I

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Shaftesbury

General Information

SAFEGUARDING

Shaftesbury is committed to safeguarding and promoting the welfare of adults, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

EQUALITY AND DIVERSITY

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment, which provides equality or opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity Policy and comply with the Code of Conduct which sets out our standards of behaviour towards those who use our services or work within them.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner, which is consistent with Shaftesbury values, based on a Christian ethos.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH AND SAFETY

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work undertaken is to be consistent with these. Ensure own health, safety, and that of others affected by their work.

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.