

<b>Post Title</b>	<b>Lecturer in Early Years</b>
<b>Location</b>	Craven College, Skipton (Multi-Site)
<b>Rate of pay</b>	Main Grade Lecturer Scale, points 5-14 £24,743 – £35,204 per annum, pro rata to £10,030 – £14,271 per annum
<b>Hours</b>	15 hours per week  Average 10 hours per week teaching contact (351 hours per annum)
<b>Responsible to</b>	Head of Department – Caring Professions
<b>Special Conditions</b>	This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.  A full DBS Certificate via the Disclosure and Barring Service will be required for this post.
<b>Closing Date</b>	Sunday 8 December 2024
<b>Interview Date</b>	Week commencing 16 December 2024
<b>Post No.</b>	A680

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.  
Please feel free to apply for futures roles as appropriate

**If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources, [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)**

### BACKGROUND

**The Early Years curriculum area sits within the department of Caring Professions. A wide range of qualifications are currently offered in further and higher education from level 1 to Level 6 as well as an apprenticeship offer.**

### MAIN JOB PURPOSE

To teach on a range of Early Years qualifications as directed by the Head of Department. You may be asked to assist with the coordination and development of this area. We welcome interest from all individuals from experienced teachers to experienced industry specialists. We invite you to contact us for a chat about this exciting role and discover what it would be like to work for Craven College, contact [smckay@craven-college.ac.uk](mailto:smckay@craven-college.ac.uk)

### KEY DUTIES AND RESPONSIBILITIES

This job description is a 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 assist with the effective planning and organisation of Early Years programmes, and teach on a range of Early Years related courses (FE, HE and/or Apprenticeships) with students of varying ability to include programmes specifically intended to re-engage learners with mainstream education;
- To meet quality standards with particular reference to retention and achievement and contribute to monitoring and reporting on performance and continuous improvement within the Early Years curriculum areas;
- To assist the Head of Department with curriculum development and the expansion and development of the area;
- To develop and design learning materials for a variety of learners;
- To act as Programme Leader for specific courses and to provide support and guidance to students, as necessary;
- To prepare, mark, assess and keep accurate records of students' performance;
- To develop and carry out appropriate assessment of students' work, in accordance with College and awarding body standards and be involved in internal verification and/or moderation if required
- To undertake workplace visits and assessments as required

- To implement appropriate Quality Assurance and self-assessment procedures and carry out relevant recording and administrative tasks in line with requirements;
  - To assist in the promotion of Early Years and other courses in the Early Years curriculum area and participate in marketing events as required;
  - To develop initiatives in order to generate income for the College;
  - To liaise with local agencies, schools and professional bodies associated with Early Years / Child Care and be proactive in developing links with industry and raising the profile of the curriculum area;
  - To function as an effective team member within the Department and across the College, as appropriate;
  - To be responsible for the efficient and effective deployment of resources and equipment, in conjunction with the Head of Department;
  - To attend College team meetings in line with College requirements;
  - To assist with the induction and support of new and existing staff within the area in line with College procedures, as required;
  - 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;
  - You will be expected to be fully conversant with the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
  - To measure the retention, pass, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
  - 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;
  - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
  - To participate in the College's Appraisal scheme and undertake professional updating/continuing professional development as required in line with the needs of the Department and College;
  - Any other duties commensurate with grade as may reasonably be requested.
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### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### ESSENTIAL REQUIREMENTS

- A relevant degree in Early Years or related subject or appropriate professional qualification.
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or be willing to work towards);
- AI Assessor award or equivalent or willing to work towards
- Relevant experience of working within the Early Years Sector.
- Good up-to-date knowledge of Early Years in both the professional and educational sphere
- Previous experience of teaching and assessing in the curriculum area
- Experience of curriculum development and developing teaching and learning materials in relevant subjects
- Ability to motivate and inspire learners, particularly those who may have history of poor engagement at school
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Ability to work both as an effective team member and on own initiative;
- Ability to achieve consistently high standards under pressure;
- Good organisational skills and ability to prioritise tasks effectively to meet tight deadlines;
- High level of interpersonal skills;
- Willingness and ability to liaise effectively with external bodies and agencies, including examination boards, employers and professional bodies;
- Appreciation of quality issues in Further Education;
- Willingness and ability to work flexibly to meet the needs of the College;
- Willingness and ability to undertake further professional development linked to the School curriculum;
- Ability to plan and implement activities, manage projects and work to targets;
- Ability to liaise effectively with Management/staff and external bodies/agencies;
- The ability to teach high quality sessions remotely maintaining a high level of student engagement
- Knowledge of correct procedures and clear awareness of Health and Safety issues in line with industry standards

- Current driving licence and use of car

### **DESIRABLE REQUIREMENTS**

- Up-to-date knowledge of current qualifications and assessment systems in Post-16 sector; e.g. T level.
  - Internal Verifier qualifications and experience;
  - Knowledge of funding within the FE and HE sector
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