

Post Title	Bank Staff in Aviation and Travel Department of Aviation & Travel
Location	The Aviation Academy, Leeds Bradford Airport Aireville Campus, Skipton
Rate of pay	Grade V Teaching Rate £24.88 per hour
Hours	Temporary variable hours As arranged with the Head of Department
Responsible to	Head of Department – Aviation & Travel
Special Conditions	<p>Payment for class contact hours only. Payment includes all key duties and responsibilities outlined in the job description.</p> <p>A full enhanced child/adult DBS Certificate via the Disclosure and Barring Service will be required. You will need to provide an up-to-date DBS yourself or be willing to pay for one.</p> <p>Contractual requirement to hold relevant teaching qualifications necessary for the post.</p>
Closing Date	Sunday 30 March 2025
Interview Date	Various
Post No.	BANK16A

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

MAIN JOB PURPOSE

To teach a range of units from NCFE Aviation & Travel programmes of different levels within the Department of Aviation & Travel

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 teach a range of units from Aviation and Travel programmes (NCFE levels 1-3 or degree programme)
- To use industry knowledge and experience to bring lessons to life with real examples
- To develop and design appropriate learning materials for a variety of learners
- To prepare, mark, assess and record students work as necessary to meet Quality Assurance and self-assessment requirements within deadlines; this is outside classroom contact hours
- To implement appropriate College Quality Assurance procedures and carry out relevant recording and administrative tasks to meet deadlines
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate
- To promote links with employers & external bodies and liaise effectively as required
- To attend relevant Department/College team meetings in line with College requirements
- To function as an effective team member within the Department and across the College, as appropriate
- 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 participate in the College's Appraisal scheme and undertake professional updating/staff development as required to meet the needs of the Department and College
- To complete initial mandatory training within an agreed timeframe

- To be fully conversant with the College's Equality and Diversity aims and objectives; and take appropriate positive action in the promotion and delivery of Equality & Diversity targets
 - 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 students and staff
 - Any other duties commensurate with grade and status 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

- Level 3 teaching qualification
- Experience of working in Aviation and Travel job roles
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame)
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures
- Excellent interpersonal skills and organisational skills
- Interest and understanding of current educational initiatives
- Ability to work flexibly and on own initiative to meet the needs of the Department and College
- Ability to motivate staff and work effectively as a team member
- Ability to achieve consistently high standards under pressure
- Willingness and ability to liaise effectively with external bodies and agencies
- Willing to undertake professional development linked to the needs of the Department and College
- Computer literate

DESIRABLE REQUIREMENTS

- Level 3, Degree or equivalent professional qualification in a relevant subject area
 - Experience of working in airport-based roles or ground operations
 - Experience of course tutorship
 - Experience of FE/HE programmes
 - Knowledge of current initiatives in Aviation and Travel spheres
 - Experience of IV/IQA planning and assessment
 - Assessor Award
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