

**Post Title**

Lecturer in Progression to Learning & Work

**Location**

Craven College, Skipton (Multi-Site)

**Rate of pay**

Main Grade Lecturer Scale

**Conditions**

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

**Post No.**

A713

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 future 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)**

### MAIN JOB PURPOSE

To teach and assess across a range of courses within the teaching department and act as a course tutor to groups of students. To carry out all associated duties in line with the College Quality Improvement; Key Performance Indicators and College strategic priorities and the College Teaching, Learning and Assessment standards. In addition, the post is required to take on an additional area of responsibility within the College from the list below at Programme Lead level if appropriate.

The responsibility will be reviewed each year as part of the performance development review (PDR) process.

### 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.

For an informal discussion please email [jcrozier@craven-college.ac.uk](mailto:jcrozier@craven-college.ac.uk)

- To teach a range of units from Foundation Learning & Progression to Learning & Work programmes within the Department of Transitions;
- To develop and design appropriate learning materials for a variety of learners;
- To act as Programme Leader within the Department and provide support and guidance to students and staff, as necessary;
- To prepare, mark, assess and record students work as necessary to meet Quality Assurance and self-assessment requirements within deadlines;
- To implement appropriate College Quality Assurance procedures and carry out relevant recording and administrative tasks to meet deadlines;
- To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous performance and improvement within the provision;
- 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 ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To promote links with employers & external bodies and liaise effectively as required;
- To participate in curriculum development and promotional aspects of the curriculum and School;
- 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 measure the success, retention, 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/staff development as required to meet the needs of the Division and College;
- 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;
- To follow and implement Our College Behaviours;
- Any other duties commensurate with grade and status as may reasonably be requested.

### **Student Support**

- To interview students, where applicable, and to take part in enrolment, open days, taster events, marketing events, welcome sessions, parents' evenings and induction onto programmes in year.
- To meet students regularly on an individual basis to discuss academic progress and to support students in their choice of progression routes.
- To support students who are not performing to required standards in line with College procedures for students at risk of failing.
- To maintain high standards of student conduct by monitoring and supporting positive behaviours
- To liaise with parents/carers and external agencies as appropriate.

### **Course Management and administration**

- To keep accurate and updated course and student records, including registers, reports, including student assessment and achievement, learner intended and actual destination information.
- To provide accurate course and student information as required by the College including contribution to local self-assessment and quality improvement action plans.
- To monitor student attendance and timekeeping by ensuring that registers are completed daily, and report attendance issues to programme leaders/Head of Department.
- To take part in termly reports on students' progress and to write references as required to support positive onward progression.

### **General**

- To follow and implement the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College's Safeguarding Policy.
- To be involved in College staff development and training schemes and participate in PDR procedures.
- To adhere to the College's Equality and Diversity with respect to staff and students and champion inclusion in all practices
- To comply with and implement the College's Health and Safety policy
- To undertake any other reasonable duties and responsibilities as may be required

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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### VISION, MISSION AND VALUES

**Vision:** To be exceptional in everything that we do

**Mission:** Proudly serving our communities by delivering high quality education and training

**Strapline:** Unlocking potential, changing lives Unlocking potential,

**Values:**

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission.

Our core values underpin our conduct and our decision-making.

1.0 We are ambitious for our students and staff, striving for excellence in all we do.

2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours.

3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account.

4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

<b>ESSENTIAL REQUIREMENTS</b>	<b>HOW IDENTIFIED</b>
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)	<b>Application Form</b>
Minimum Level 3, qualification or equivalent professional Qualification in a relevant subject area Teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards within the first 2 years of employment – this will be included within contract)	<b>Application Form</b> <b>Application Form/Interview</b>
Experience of working in job roles in the specific teaching area (Vocational Experience)	<b>Application Form/ Interview</b>
Ability to deliver good teaching practice	<b>Micro-Teach</b>
Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures	<b>Interview/Test</b>
Excellent interpersonal skills and organisational skills	<b>Interview</b>
Interest and understanding of current educational initiatives	<b>Interview</b>
Ability to work flexibly and on own initiative to meet the needs of the Department and College	<b>Interview</b>
Ability to motivate staff and work effectively as a team member	<b>Interview</b>
Ability to achieve consistently high standards under pressure	<b>Interview</b>
Willingness and ability to liaise effectively with external bodies and agencies	<b>Interview</b>
Willing to undertake professional development linked to the needs of the Department and College	<b>Interview</b>
Computer literate	<b>Interview/Test</b>
<b>DESIRABLE CRITERIA</b>	<b>HOW IDENTIFIED</b>
Degree or equivalent professional qualification in a relevant subject area	<b>Application Form/Interview</b>

Experience of course tutorship	<b>Application Form/Interview</b>
Experience of FE/HE programmes	<b>Interview</b>
Ability to apply ILT techniques within teaching	<b>Interview</b>
Knowledge of current initiatives in specific departmental area being applied for	<b>Interview</b>
Experience of IV/IQA planning and assessment	<b>Interview</b>
<b>Required to achieve Assessor Awards</b>	<b>Interview.</b>

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