Craven college

Unlocking potential, changing lives

Job Title	**Lecturer in Motor Vehicle**
Location	Skipton, multi-site
Rate of pay	Main Grade Lecturer Scale
Post No	A733A

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 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 plan, prepare and deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To carry out and record initial assessments and diagnostic to inform planning for individualised learning.
- To mark and assess student work in a timely manner as per the policy, outside of classroom contact hours.
- To contribute to the development of employability skills through partnership with employers where appropriate.
- To embed English, Maths and digital skills within planned learning and classroom environments.
- To develop schemes of work, learning plans /materials in line with course aims, objectives, mode of assessment and accreditation.
- To contribute effectively to teamwork in course delivery across programmes as necessary.
- To work within the course team to review the course and participate in the College quality assurance cycle and to complete course reviews and action plans.
- To attend regular College, department and course team meetings and to offer and provide support to team members.
- To be involved with course moderation/verification of assessed work.

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.

Craven college

Unlocking potential, changing lives

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	**HOW IDENTIFIED**
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)	**Application Form**
Minimum Level 3, qualification or equivalent professional Qualification in a relevant subject area	**Application Form**
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)	**Application Form/ Interview**
Experience of working in job roles in the specific teaching area (Vocational Experience)	**Application Form/ Interview**
Ability to deliver good teaching practice	**Micro-Teach**
Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures	**Interview/Test**
Excellent interpersonal skills and organisational skills	**Interview**
Interest and understanding of current educational initiatives	**Interview**
Ability to work flexibly and on own initiative to meet the needs of the Department and College	**Interview**
Ability to motivate staff and work effectively as a team member	**Interview**
Ability to achieve consistently high standards under pressure	**Interview**
Willingness and ability to liaise effectively with external bodies and agencies	**Interview**
Willing to undertake professional development linked to the needs of the Department and College	**Interview**
Digitally literate	**Interview/Test**

Craven college

Unlocking potential, changing lives

DESIRABLE CRITERIA	HOW IDENTIFIED
Degree or equivalent professional qualification in a relevant subject area	**Application Form/ Interview**
Experience of course tutorship	**Application Form/ Interview**
Experience of FE/HE programmes	**Interview**
Ability to effectively use digital tools and platforms to support innovative and inclusive teaching approaches	**Interview**
Knowledge of current initiatives in specific departmental area being applied for	**Interview**
Experience of IV/IQA planning and assessment	**Interview**
Required to achieve Assessor Awards	**Interview**

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

Unlocking potential, changing lives

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

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