



Shipleigh College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment. The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation. Successful candidates will be required, where appropriate, to undergo a Disclosure and Barring service (DBS) Disclosure Check.

Internal & External Job Opportunities
Part Time Lecturer required
Adult & Lifestyle
Cake Decoration

Hours: TBC

Salary: Non Vocational Hourly Rate
£17.40 hourly paid (£22.07 including holiday pay)

Closing Date: Friday 7th April 2017

Interview Date: To be confirmed (expected w/c 24th April 2017)

Start Date: To commence as soon as possible subject to satisfactory pre-employment checks

Shipleigh College are seeking to appoint a Part Time Lecturer to deliver Cake Decoration courses aimed at members of the Shipleigh & District Community.

To deliver teaching, learning and assessment and contribute to the effectiveness and success in the subject area, working closely with vocational staff and the Head of Sector. To undertake duties associated with planning, assessment, co-ordination, verification, administration, managing learning environments and learning materials.

HOW TO APPLY - You can download an application pack from our College website www.shipleigh.ac.uk or alternatively to request an application pack, please contact: Shipleigh College, Central Support on 01274 327395 or email jobs@shipleigh.ac.uk. Completed application forms should be returned to jobs@shipleigh.ac.uk or alternatively by post to Central Support, Shipleigh College, Salt Building, Victoria Road, Saltaire, BD18 3LQ.

INTERNAL CANDIDATES - HOW TO APPLY - Please click on the link below to download an application pack. Completed application forms should be returned to Shipleigh College, Central Support, Salt Building, Victoria Road, Saltaire, BD18 3LQ or alternatively by email jobs@shipleigh.ac.uk <https://sites.google.com/a/shipleigh.ac.uk/staff-intranet/hr-central-admin/vacancies>

PART TIME LECTURER JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	PART TIME LECTURER
SCALE & SALARY RANGE	Non Vocational Hourly Rate £17.40 hourly paid (<i>£22.07 including holiday pay</i>) Fixed term, variable hours contract
HOURS OF WORK	TBC
RESPONSIBLE TO	Head of Sector - Adult & Lifestyle
SPECIAL CONDITIONS	All posts are subject to a successful probationary period of 9 months and a satisfactory Enhanced DBS clearance

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

OVERALL PURPOSE OF JOB

To deliver teaching, learning and assessment and contribute to the effectiveness and success of the relevant subject area working closely with the Head of Sector.

DUTIES AND RESPONSIBILITIES

- To provide the highest quality teaching, learning and assessment to learners using the most appropriate and innovative methods
- To produce the highest quality learning and assessment materials and use the most up to date and appropriate resources to support learning and assessment
- To ensure the smooth running of courses, including timely and accurate completion of student attendance records, retention and achievement records, end of course information, maintaining excellent classroom management and student discipline whilst observing College regulations

- To carry out a full evaluation of the course; maintain the course file, support the effective use of student and employer satisfaction surveys, complete the course review documentation, as required, and act upon recommendations for course improvement as part of the quality system
- To assist the Head of Sector and team in the planning and costing of new programmes taking into account curriculum changes and labour market requirements and other relevant factors
- To contribute to curriculum development and establishing a culture of continuous improvement and innovation
- To provide students with regular reports of progress and offer clear guidance on how to improve performance to reach their potential
- To advise the Head of Sector/budget holder on any required equipment and materials
- To maintain a current knowledge of the subject area, developments in further education and training, the regulations that apply to particular programmes.
- To attend Course Team, Sector and College meetings and external meetings appropriate to the post
- To contribute to the marketing and promotion of courses in the Sector

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To undertake Staff Development/CPD/Training, as required by the nature of the post and the range of duties described within the job description, and demonstrate a commitment to continuous personal and professional development.
- To use IT as designated appropriate to the nature of the role.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of your own safety and the effects of your own actions on colleagues, students and visitors.
- To safeguard and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- Support and promote the College's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the College's negative environmental impacts wherever possible.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required at the initial place of work or at other locations in the College catchment area.

PERSON SPECIFICATION – PART TIME LECTURER

Criteria	Essential	Desirable	How identified
Education and Qualifications	<p>Teaching qualification or willing to work towards. <i>(A full teaching qualification must be achieved within 5 years and a Level 3 Award in Education and Training within the first year)</i></p> <p>Prepared to work towards Level 2 Maths and English (equivalent) <i>Must be started in the first year of employment and completed by the end of year 2</i></p>	<p>Professional Qualification</p> <p>Hold Level 2 Maths and English (equivalent)</p>	A
Experience and Knowledge	<p>Experience of planning, delivering and assessing adult learning programmes within a community context</p> <p>Relevant current and successful teaching experience in the subject area</p> <p>An understanding of safeguarding and a commitment to creating a safe learning environment</p> <p>Curriculum development in FE</p> <p>Production and development of learning and assessment materials</p> <p>Production of schemes of work</p>	<p>Providing effective support for disaffected learners</p> <p>Working in a diverse post 16 educational setting</p> <p>Awareness of Quality assurance and assessment procedures</p> <p>Use of a Virtual learning environment (VLE)</p>	A I R S/L
Skills and Abilities	<p>Ability to teach the specialism/s detailed in the advert</p> <p>Deliver high standards of teaching and learning and to maximise efficient delivery</p> <p>Highly developed planning and coordination skills</p> <p>Use IT effectively</p> <p>Work effectively under pressure to meet deadlines</p> <p>Effective communication and interpersonal skills</p> <p>Develop appropriate programmes to meet identified needs and requirements</p> <p>Work with and support young people and vulnerable adults</p> <p>Innovative, motivational and enthusiastic approach. Ability to inspire and motivate learners and others</p> <p>Liaise with external contacts, other staff and parents/carers of students, as appropriate</p>	<p>Ability to speak other languages</p>	A I R S/L
Other	<p>Willingness to work to a flexible attendance pattern including evenings</p> <p>Clear enhanced DBS</p>	<p>Full driving licence</p>	A DBS

A – Application form	I - Interview	Compiled by	HOS/KH
R - References	S/L - short listing	Compilation date	Feb 2017