

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

### APPOINTMENT OF LECTURER – EMPLOYABILITY SKILLS

#### FULL TIME, PERMANENT

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Lecturer who can offer teaching and curriculum development in Employability Skills and related subjects across a range of ability. This exciting opportunity offers an ambitious and committed individual the chance to join this forward-looking college as it embraces change and strives to become outstanding whilst transforming students' lives.

Applicants should have relevant industry experience together with advanced professional qualifications (minimum level 3).

Applicants must possess or be willing to obtain a teaching qualification, and be prepared to work positively as part of a team.

#### **Salary up to £33,516 per annum**

For full details and application forms please go to [www.hartlepoolfe.ac.uk/jobvacancies](http://www.hartlepoolfe.ac.uk/jobvacancies), or contact Human Resources on 01429 404026.

Completed application forms must be returned by **09:00 on 21 January 2020**.

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to thorough pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

#### **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

Hartlepool College is a medium sized institution with an annual enrolment of approximately 4500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

#### **The Schools include:**

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

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### JOB DESCRIPTION

<b>POST TITLE</b>	-	Lecturer – Employability Skills
<b>REPORTING TO</b>	-	Head of Employer Services (ES)
<b>SALARY</b>	-	Up to £33,516 per annum (HPS pts 15 – 35)
<b>HOURS</b>	-	Full time (37 hours per week)
<b>HOLIDAYS</b>	-	47 plus Bank Holidays

#### THE SPECIFIC NATURE OF THE ROLE

The post-holder will be responsible and accountable for the delivery of good or better teaching, learning and assessment which results in outstanding outcomes for learners. The post-holder will contribute to a variety of subjects linked to Employability Skills. The role may also involve the tutorship of a student group and/or an internal qualification verifier role depending on relevant experience and qualifications.

The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

#### MAIN DUTIES AND RESPONSIBILITIES

- Formal scheduled teaching, tutorials and student assessment.
- Management of learning programmes and curriculum development.
- Student transitions, educational guidance and academic and pastoral support.
- Preparation of learning materials and student assignments.
- Marking of students' work and examinations.
- Monitor, track and record student retention, achievement and success.
- Assist in the initiation and delivery of short courses to contribute to the School's commercial portfolio.
- Assist in the development of apprenticeship programmes and employer/industrial liaison.
- Administration duties, for example maintaining student records.
- To promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- Occasional marketing activities and consultancy work.
- Engage in Personal professional development.
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post.
- To perform such duties consistent with the position as may be required by the Principal from time to time.

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### PERSON SPECIFICATION

POST TITLE                    -                    Lecturer – Employability Skills

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1 - Teaching qualification (PGCE/C&G 730/Cert Ed), or the willingness and ability to achieve within an agreed timescale	E	i
2 - Proven track record of achieving high standards, continuous development and working flexibly	E	i, iii
3 – Qualified to level 2 in literacy, numeracy and IT	E	i
4 – Minimum Level 3 qualification in a relevant discipline (or time-served apprentice) with extensive industry experience and knowledge	D	i
5 – Assessor/Verifier award, or the willingness and ability to achieve within an agreed timescale Assessor/Verifier qualifications (A1, A2, V1 Units or equivalent)	D	i
6– Manufacturing background experience	D	i, iii
7 – Demonstrable record of working with apprentices, employer partners or commercial clients in attaining environment	D	i, iii
8 - Good IT skills to support both administration duties and to enhance teaching, learning and assessment practice	E	i, iii
9 - Strong organisational skills to manage diverse and conflicting priorities proactively	E	i, iii
10 - Exemplary oral and written communication skills	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview

Approved \_\_\_\_\_ Principal

\_\_\_\_\_ Head of School

\_\_\_\_\_ Post Holder

\_\_\_\_\_ Date