

Capital City College Training Job Description

Job Title: Hourly Paid Lecturer in Employability
Contract: Casual/Temporary
Salary: £28.47 per hour = Basic £25.41 + Holiday £3.06 (Qualified Rate)
Reporting to: Curriculum Manager
Reference: R001999

Job Purpose

You will be responsible for delivering a broad range of Vocational Employability courses. Vocational Employability courses are short courses but delivered Full Time between Mon - Fri. Courses are delivered across various sites in North & East London i.e. Tottenham & Enfield Campuses plus Canning Town, Barking & Bermondsey, where we have training rooms. Courses delivered are up to L2 –

- Employability
- Customer Services
- Business Admin
- ICT & Essential Digital Skills
- Spectator Safety L2
- Mental Health
- Health & Social Care

Main Duties

- Knowledge of the qualification standards
- Understanding the assessment requirements
- Experience of coaching learners, as required by the Awarding Organisation
- Planning the assessment process with the learners and other persons involved
- Assessing learners to meet the assessment requirements within the agreed timescale
- Reviewing the learner's initial assessment results and develop a learning plan to ensure the learner completes their programme
- Supporting learners with different requirements during the learning and assessment process
- Agreeing realistic and achievable assessment plans/deadlines
- Using a variety of assessment methods, where appropriate
- Working with employers and JCP referral partners.
- Ensuring the assessment records are accurate and up to date and provide an audit trail of evidence
- Contributing to standardisation arrangements so that your assessment decisions are in line with others

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The postholder will also be expected to:

1. actively participate in standardisation meetings (attending a minimum of three per year) and performance reviews.
2. be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
3. Provide schemes of work / course outlines and lesson plans, as required
4. Demonstrate a commitment to the development and practice of equal opportunities and British Values in every aspect of the life of the college.
5. Abide by the college's data protection and confidentiality policies.
6. Take part in the college Lesson Observation scheme
7. Be professional & respectful to learners, staff, employers & any other stakeholders.

Other duties

To participate in developing practices within the area that uphold and develop the principles of the college's equality procedures and processes

To participate in the implementation of, and compliance with, the provisions of legislation and good practice relating to health and safety in the areas responsible for.

The scope of this profile reflects the needs of the college at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the college change over time.

Person Specification:

	Criteria	Essential	Desirable
Qualifications / Professional Development	Possession of a recognised teaching qualification or willingness to work towards one.	X	
	A relevant degree or equivalent	X	
Knowledge / Experience	Knowledge of curriculum and accreditation within vocational areas	X	
	Understanding of how to adapt and vary teaching methods in order to make learning more effective for students of different age groups.	X	
	Proven experience as a teacher/tutor on vocational courses	X	
	Knowledge of and ability to interpret the criteria of awarding bodies	X	
	Using up to date IT with teaching		
	An understanding of and commitment to the College's policies on equality of opportunity and a willingness to promote these in all aspects of the work	X	
Skills / Abilities	Commitment to learners and learner achievement	X	
	The ability to design and deliver effective and vibrant courses across a range of levels and exam boards, using a variety of up to date resources and methods including a VLE.	X	
	The ability to assess the abilities and needs of students.	X	
	Be able to monitor students' progress, set appropriate targets and achieve high levels of student success and outcomes.	X	
	The ability to communicate effectively with and act as a pastoral tutor to students and refer to College support services as appropriate.	X	
	An ability to maintain good working relationships with colleagues and to work as part of a team.	X	
	The ability to involve students and participate effectively in a vibrant range of enrichment.	X	
	High level of organising and administrative skills and an ability to carry out admin and student support/ tracking duties consistently and to a very high standard.	X	