

Capital City College Training Job Description and Person Specification

Post:	Health and Social Care Lecturer
Contract:	Hourly Paid Lecturer
Reporting to:	HSC Project Manager
Responsible for:	Delivery and assessment of L2 and L3 HSC qualification
Salary:	£28.47 per hour (Qualified Lecturer) / £26.83 (Unqualified Lecturer)

Key Purpose

To undertake delivery and assessment of our L2 and L3 HSC qualifications within the ESF team.

To deliver in a class setting, mentor and assess the work of learners within a class environment whilst supporting them towards looking for employment and or further training within the HSC sector. The overall objective is to deliver, support and assess learners to achieving a recognised qualification within the Health and Social Care sector and a positive progression destination.

Main Duties and Responsibilities

- Provide a structured and appropriate training and development program for ESF learners on the HSC program.
- Deliver L2 HSC qualification as part of a Sector Work program.
- Deliver L3 HSC units either class or virtually.
- Deliver wrap around employability within delivery.
- Mark, assess and give structured feedback to all learners to enable full achievement
- Ensure performance of learner's journey is communicated to the relevant team members within ESF.
- Communicate effectively with IQA to ensure continuous improvement of learner cohorts and timely achievement.
- Provide continuous development of resources used to meet awarding body standards for the qualifications
- To ensure Functional Skills ICT, Math's and English are embedded within the delivery where appropriate.

- Ensure all documentation is fully compliant with internal and external quality assurance standards.
- Ensure appropriate quality assurance systems and procedures are always complied with.
- Develop learning materials, delivery plans and learning schedules for Standards and relevant qualifications.
- Actively promote CCCT Apprenticeships and learning programs, attending careers, promotional and induction events when required.
- Ensure a professional and positive working relationship with internal and external customers and continually strive to exceed customer expectations.
- Always adhere to the company's policies and procedures, including Equal Opportunities, Quality, Health and Safety and IT.
- Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
- Carry out any other such duties as may reasonably be required by the organization.
- Quality assurance and procedures adhered to as appropriate.
- Attend all mandatory standardization and CPD events as required and update via CPD records and PRD process.

Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To always carry out his/her duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Educated to degree-level or other equivalent and/or relevant industry competency and experience across a number of Standards (e.g. from Level 2 to Higher Apprenticeships)	X	
	Must hold current and up to Teaching qualification minimum level PTTLs	X	
	Must be able to travel to multi-site locations	X	
	Level 2 Functional Skills ICT, English and Math's	X	
	Industry relevant accreditations or certificates	X	
Knowledge / Experience	Significant Practitioner experience relevant to the industry	X	
	Experience of managing Employer Relationships		X
	Coaching/ mentoring both formally and informally	X	
	Workplace Training		X
	Experience working in an academic environment		X
Skills / Abilities	Excellent written and verbal communications skills	X	
	Excellent presentation skills	X	
	Excellent customer services	X	
	The ability to effectively plan, organise and prioritise workload	X	
	Ability to communicate professionally and work closely with and support all stakeholders	X	
	Excellent all round IT skills, e-portfolio (Internet, Intranet, databases, MS Word, MS Excel)	X	
	Self-motivated	X	
	Experience of working autonomously and managing own workload efficiently	X	
	An ability to take responsibility to develop own knowledge and skills	X	
	Ability to negotiate and influence outcomes	X	