

College of Haringey, Enfield and North East London - Job Description

Job Title:	Hourly Paid Lecturer in Warehouse & Storage
Grade and Salary:	£24.71 (unqualified) – £26.78 (qualified) per hour (holiday excluded)
Service:	Vocational Employability
Centre:	Tottenham
Reporting to:	Centre Manager ESFA
Job Purpose:	<p>We are seeking to appoint an Hourly Paid Lecturer to work within our Employability department based in Watford. You will be responsible for delivering a Warehouse & Storage L1 as part of the Warehouse & Forklift course. We deliver short courses for local unemployed and low paid learners to help gain a qualification and progress into work. Our courses are delivered full time between Mon – Fri, 9:30am – 5:30pm. We have a new site in Watford, close to Watford JCP, where we will be delivering our Warehouse & Storage courses.</p> <p>The hourly paid lecturer needs to have industry/sector experience and must have a teaching qualification like AET or similar. The trainer must be able to travel to Watford daily to deliver this programme in the classroom.</p> <p>In addition we also deliver the following courses –</p> <ul style="list-style-type: none"> • Employability L1 • Retail Knowledge L1 • Customer Services EL3 – L2 • Business Admin L1 • Functional Skills • Certificate in Spectator Safety L2 • Health & Safety L1 (Construction related) <p>If you can or are willing to learner how deliver any of the above subjects, we can support you with it.</p>

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Main Tasks:*Summary:-*

- 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 of 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:

Area to be assessed	Essential
	<ul style="list-style-type: none">• With appropriate experience and qualifications reflecting a background in employability skills• You will have a teaching qualification or the commitment to undertake one during the first term of contract.• You must have the ability to communicate with students and to motivate and support them in their studies and progression and be able to work with students with a wide range of barriers to employment.