

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

APPOINTMENT OF LECTURER IN PUBLIC SERVICES Permanent

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Lecturer in Public Services on a permanent contract. This exciting opportunity offers an ambitious and committed individual the chance to join this forward-looking college as it embraces change and responds to increased demands for its services.

Salary up to £33,516 per annum

Applicants must have a teaching qualification and also be qualified to minimum degree-level in a relevant subject.

For full details and application forms please go to www.hartlepoolfe.ac.uk/jobvacancies , or contact Human Resources on 01429 404026. Completed application forms must be returned to hrpayroll@hartlepoolfe.ac.uk by **08:30 on Friday 18 October 2019**.

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 pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

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Hartlepool College is a medium sized institution with an annual enrolment of approximately 5500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

The Schools are:

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

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JOB DESCRIPTION

POST TITLE	-	Lecturer – Public Services
REPORTING TO	-	Head of School
SALARY	-	Up to £33,516 per annum
HOURS	-	37 hours per week
HOLIDAYS	-	47 plus bank holidays (full time equivalent)

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

MAIN DUTIES AND RESPONSIBILITIES

- Prepare and deliver classes and sessions in line with national qualification standards
- Prepare and deliver good or better teaching, learning and assessment that responds to individual learner needs
- Participate in the delivery of relevant programmes of study
- Contribute to the College initial assessment activities to clearly identify learners' starting points
- Provide assessment and checking of learner work to agreed national standards including clear and robust feedback
- Monitor learner progress throughout the year providing useful, concise and supportive feedback on how to improve and achieve
- Be prepared to be a designated course tutor or qualification verifier depending on skills, experience and qualifications
- Work co-operatively as part of the School of Service Industries, working towards creating a reputation for excellence
- Attend and contribute to team/School meetings as required
- Contribute to School and College student recruitment activities such as Open Days
- Maintain membership of relevant professional body/bodies (industry and/or teaching) to ensure professional standards and updating are upheld
- Embrace the College's RESPECT values and values associated with new ways of working
- 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 – Public Services
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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	E	i
2 – Minimum degree-level qualification in relevant discipline	E	i
3 – Experience of delivering entry level to foundation degree level qualifications	E	i, iii
4 – Verifier award, or willing to work towards	E	i
5 - Assessor award, or willing to work towards	E	i, iii
6 - Demonstrable track record of delivering outstanding outcomes for learners especially in terms of success rates	E	i, iii
7 - Strong organisational skills to manage diverse and conflicting priorities proactively	E	i, iii
8 - Exemplary oral and written communication skills	E	i, iii
9 - Maintain membership of relevant professional body/bodies (industry and/or teaching) to ensure professional standards and updating are upheld	E	Ongoing
10- Good IT skills to support both administration duties and to enhance teaching, learning and assessment practice	E	i,iii
11. Experience of course leadership, management and development	D	I,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