

Capel Manor College

0.4 Professional Short Course Lecturer/Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Professional Short Course Lecturer/Assessor
Scale	Teaching & Learning Salary Scale
Grade	Scale 19-35
Responsible to	Head of Business development and Employer Skills
Location	Enfield
Contract	Part-Time, Permanent

Key Responsibilities:

The key responsibility of the professional short course Lecturer/Assessor will have wide range and interesting duties and be encouraged to become fully involved in the teaching, development and maintenance of a range of courses organised by the College. It is intended that the lecturer/assessor will make important contributions to the development of the College's activities both locally and nationally.

Responsibilities:

- Contribute to the teaching programme of the College
- Maintain, contribute to and deliver a quality teaching and learning service
- Maintain a safe and healthy working environment in accordance with the College's health and safety policies and procedures
- Operate within the College's Equality Framework to achieve targets

Lecturer/Course Development and Co-ordination

- As part of the team, the lecturer/assessor acts as the main point of reference for students in a group, this includes:
 - Deliver practical and theory based professional short courses across our industry training portfolio
 - Instruct, observe and assess candidates undertaking industry qualifications and certificates of competence
 - Deliver training across areas including arboriculture, forestry, horticulture, landscaping and associated land-based machinery
 - Prepare candidates for practical assessments and support them to achieve high professional standards
 - Prepare, inspect and maintain specialist machinery and equipment used for training and assessment
 - Complete practical observations and maintain accurate assessment records
 - Develop and update course materials in response to industry requirements
 - Monitor learning progress and provide appropriate guidance and support
 - Work closely with employers to understand their skills and workforce development requirements
 - Respond to employer and candidate feedback to continually improve our offer
 - Contribute to the development of new professional short courses and commercial training opportunities
 - Preparing administrative for reports and audits

Subject Specialist Duties and Responsibilities

1. Delivery changes and developments may be required in relation to the demands of the School Curriculum Plan
2. Supporting curriculum planning, development and support within the College
3. Ensuring regulations and policies relating to health and safety are adhered to at all times, and with specific reference to the undertaking of practical studies
4. Track, monitor and oversee servicing of industry equipment.
5. Support and complete practical observations

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Qualified NPTC assessor or relevant practical assessing experience
- Hold relevant Competence tickets in Arboriculture
- Teaching qualification or willingness to achieve, support will be given to gain accreditation over a specified period
- Assessor award
- Internal Quality Assurance or a willingness to achieve within a specified time
- Evidence of continuous professional development
- Specialist knowledge in the following areas:
 - Arboriculture
 - Forestry
 - Horticulture or a willingness to learn with a specified time

Experience

- Sound experience of teaching and assessing in a college or training environment
- Experience of working with learners with different learning needs
- Strong experience working in the Arboriculture sector.

Skills, Abilities and Knowledge

- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- The ability to develop positive working relationships with individuals at all levels
- Familiarity with Information Learning Technology applications
- To be able to instruct and assess practical skills safely
- The ability to work effectively as part of a team, supporting others as required
- Sound administrative skills
- Active interest in use of ILT to improve access to learning
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Willingness to learn and teach other subjects in Horticulture.
- Emotional resilience
- Relevant teaching and learning on programmes across all provision of the college
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required