

#TRANSFORMINGLIVES

Recruitment Pack

Graduate Lecturer – Travel & Tourism



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 177 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 177 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- The job description and person specification.
- The College's approach to recruiting ex-offenders.
- Reasons to work at the College
- The College's mission, expectations and behaviours



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

Post Title: Graduate Lecturer – Travel & Tourism (Fixed Term 18 months)

Reporting To: Head of School – Service Industries

Salary: £27,839.42 per annum

Hours: Full Time, 37 hours per week

Holidays: 47 days plus bank holidays

The Specific Nature of the Role

This is an exciting time to join the School of Service Industries and alongside the established team, in its delivery of Travel and Tourism. We are ambitious and see this newly introduced role as an opportunity to encourage a graduate into a career in teaching within the FE sector, providing our young people with qualifications employers value and securing their route into employment.

This role will allow the post holder to be supported through a formal teaching qualification with a reduced timetable as part of the Graduate Lecturer Scheme for two years. The post holder will be assigned a mentor and have regular sessions with the outstanding Teaching, Learning and Development Hub at HCFE. Giving the grounding needed for the best start in a teaching career.

Main Duties and Responsibilities

- Prepare and deliver good or better teaching, learning and assessment that responds to individual learner needs
- Participate in the delivery of Travel and Tourism qualifications as part of young people's programmes of study
- Work closely with other members of the school to further develop the current curriculum across 16-19 provision, Apprenticeship Standards and bespoke work for employers
- Contribute to the College initial assessment activities to clearly identify learners' starting points
- Provide assessment and checking of learner work to agreed qualification standards including clear and robust feedback
- Monitor learner progress throughout the year providing useful, concise and supportive feedback on how to improve and achieve
- Attend and contribute to team/School meetings as required
- Contribute to School and College student recruitment activities such as Open Days
- Maintain personal professional development within the subject
- 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



Person Specification

Post Title: Graduate Lecturer – Travel & Tourism

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i, ii and iii
2. Willingness and ability to achieve the agreed teaching qualification within an agreed timescale	E	i
3. Educated to degree level in a relevant Travel and Tourism related discipline	E	i
4. Cabin Crew and Aviation ground crew experience	D	i
5. GCSE/Level 2 English and maths	E	i
6. Strong IT skills to support both administration duties and to enhance teaching, learning and assessment practice	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

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview