

#TRANSFORMINGLIVES

Recruitment Pack

Lecturer – Public Services





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: Lecturer – Public Services

Reporting To: Head of School – Service Industries

Salary: Up to £39,624.66 per annum

Hours: Full Time, 37 hours per week

Holidays: 47 days plus bank holidays

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 workshops in line with national occupational standards
- Prepare and deliver good or better teaching, learning and assessment that responds to individual learner needs
- 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
- Work co-operatively as part of the Service Industries school working towards creating a reputation for excellence
- Attend and contribute to team/School meetings as required
- 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.
- To support and lead the development and implementation of a varied outdoor learning programmes and enrichment activities to meet the needs of the students and their programme of study. Always with a focus on Health and Safety.
- Deliver instruction and assessment that meets the standard of the College and which focuses on individual learners' needs when in a practical environment.



Person Specification

Post Title: Part Time Lecturer – Public Services

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. Teaching qualification	E	i
3. In the absence of above, demonstrate the ability to prepare and deliver a short teaching session to students on an agreed subject	E	i, ii
4. Minimum Level 3 qualification in a relevant discipline	E	i
5. Relevant vocational/industry experience in the Public Service sector/Outdoor Leadership	E	i
6. Public Service experience/Outdoor Leadership	D	i
7. Assessor award	D	i
8. Verifier award	D	i
9. Demonstrable track record of delivering outstanding outcomes for learners especially in terms of success rates	D	i, iii
10. Good IT skills to support both administration duties and to enhance teaching, learning and assessment practice	E	i, iii
11. Strong organisational skills to manage diverse and conflicting priorities proactively	E	i, iii
12. Exemplary oral and written communication skills	E	i, ii and iii

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

ii – work-related activity

iii – interview