

#TRANSFORMINGLIVES

Recruitment Pack

Part Time Lecturer - Digital





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 175 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 175 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 is 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: Part Time Lecturer - Digital

Reporting To: Head of School – English, Maths, Professional and Creative Studies

Salary: From £25.57 - £36.23 per hour (inclusive of holiday pay)

Hours & Basis: 0 - Casual

Holidays: Included in hourly rate

The Specific Nature of the Role

This is an exciting time to join the School of Professional and Creative studies and work alongside the established team, in Business, ICT and Esports in further developing our curriculum offer.

We are ambitious and see this newly introduced role as a way to reflect what employers tell us they need to meet the wider digital skills agenda through cross college working.

This role will allow the post holder to provide good or better teaching, learning and assessment which results in outstanding outcomes for learners in our current curriculum offer with an opportunity to further develop the offer to provide opportunities for the adult workforce and local employers.

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
- Participate in the delivery of relevant programmes of study
- Work closely with the Deputy Head of School and Quality Lead to further develop the current curriculum offer to extend this to include an HE offer
- 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
- 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 vocational area
- 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: **Part Time Lecturer - Digital**

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. Minimum Level 3 qualification in a relevant discipline and/or demonstratable experience of the ICT arena.	E	i
4. Relevant vocational experience/degree in related discipline	E	i
5. GCSE/Level 2 English and maths	E	i
6. Assessor award, or willingness and ability to achieve within an agreed timescale	D	i
7. Verifier award	D	i
8. Strong IT skills to support both administration duties and to enhance teaching, learning and assessment practice	E	i, iii
9. Strong organisational skills to manage diverse and conflicting priorities proactively	E	i, iii
10. 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