

Job Description

Group Member:		Luminate Education Group	
Job Title:		Teacher - Electrical Apprenticeships / Study programme	
Reports to:		Deputy Head of Department	
Job Grade	T4	Department	Keighley College

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, session plans, teaching and learning resources, learning and assessment plans.
2. Deliver and assess essential knowledge and understanding to learners.
3. Create individual SMART learning targets linked to learner study programme/course and apprenticeships 4. Be responsible for recording student progress which does include electronic portfolios
5. Maintain and update knowledge of the subject and/or vocational area.
6. Maintain and update knowledge of educational research to develop evidence-based practice.
7. Motivate and inspire students to achieve targets and develop their skills to enable progression.
8. Reflect on what works best in teaching and learning to meet the diverse needs of students.
9. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology.
10. Carry out internal verification/moderation.
11. Plan, prepare and develop effective schemes of work, lesson plans, teaching and learning resources including the development of on-line learning resources for identified modules.
12. Deliver inspiring sessions across the curriculum using a wide range of teaching methods for identified modules.
13. Develop and employ effective assessment activities for identified modules.
14. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified modules.
15. Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules.
16. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
17. Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning.
18. Carry out internal verification duties in line with quality assurance processes.
19. Undertake review processes to develop and improve identified course(s).

Enterprise and Employability

20. Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
21. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
22. Contribute to the marketing of courses, learner IAG and enrolment processes.
23. Participate in student recruitment activities, including interviews and open evenings.
24. Maintain and actively engage in quality and professional standards.
25. Participate, as appropriate, in the College's examination process.
26. Ensure that effective Induction programmes are delivered for learners.
27. Ability to participate in evening/weekend work as required.
28. Any other duties that are specific to the department.

29. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

CORE RESPONSIBILITIES:

1. Contribute to and participate in the assessment and quality assurance procedures for all programmes/ training provision, including Internal Verification to the prescribed standards. Contribute to the review and evaluation process in order to ensure year on year improvements.
2. Provide feedback on students' work and assignments, including marking assignments where relevant, liaising with venues, employers or placement supervisors and providing guidance and support to students.
3. Assess and monitor portfolio of students work and ensure completion within agreed deadlines and target date (including electronic or paper-based portfolios).
4. Complete assessment paperwork to the required audit standards.
5. Compile the required programme documentation for students.
6. Comply with internal and awarding and funding organisations quality assurance procedures and standards.
7. To agree and meet performance targets relating to business development and learner retention and achievement.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
 - Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Teacher - Electrical Apprenticeship/Study programme
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Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 English and Maths (or equivalent)	A / I / C
E	Q2. Hold a minimum of Level 3 qualification in specialist area	A / C
D	Q3. Assessors award or willingness to work towards	A / I / C
D	Q4. IQA award or willingness to work towards	A / I / C
D	Q6. Teaching qualification or willingness to work towards within a reasonable timeframe.	A / I / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	EK1. Knowledge and experience within the curriculum area industry	A / I / P
D	EK2. Experience of positively managing student progression, advice and guidance in a school or Further Education setting	A / I / P

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

E	EK3 Experience of positively managing student progression, advice and guidance in a school or Further Education setting	A / I
E	EK4. Experience of setting appropriate SMART targets to ensure progression of learners	A / I
D	EK5 Experience of working in an educational environment.	A / I
E	EK6 Experience of working in a multidisciplinary organisation	A / I
D	EK7 Experience of using and applying appropriate Standards.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Understand and have experience in current working practices in apprenticeship area	A / I
E	SC2. Able to prepare and deliver training sessions in curriculum area	A / I
E	SC3 Able to work without close supervision and resolve own work problems using own initiative	A / I
E	SC4 Demonstrate interpersonal skills sufficient to network and develop effective links with external partners	A / I / P
E	SC5 Able to demonstrate an ability to work with a diverse range of students and manage their assessment.	A / I / P
E	SC6 Ability to enthuse students to aid retention and achievement.	A / I / P

D	SC7 Experience of giving constructive feedback for students.	A / I / P
D	SC8 Experience of keeping and using effective records of student progress against standards.	A / I / P
D	SC9 Able to work within a target driven environment e.g. focusing on learner end dates and achievement rates.	A / I / P

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I