

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Harrogate College
Core Job Role:	Teaching Facilitator
Job Title:	Teaching Facilitator - Construction and Electrical
Reports to:	Programme Manager
Grade	T1
Date of compilation:	June 2024

ROLE SUMMARY:

The Construction and Electrical Department are looking to appoint a Teaching Facilitator. This role will involve teaching groups within the department and supporting the other teachers and learners in preparing materials and resources. You may be asked to support individual learners with interventions and tutorials. As a college, you will be part of a team whose aim is to maximise the student experience and achievement.

Administrative tasks such as applying for bursaries, supporting teachers with progress reviews, and monitoring attendance may be part of the remit of your role.

In return, we will fund your career progression in the form of you being able to attend the University Centre in Leeds once a week to gain your CertEd/ PGCE.

This is an exciting opportunity for someone who is wanting to start their career in education, or already has some experience coaching or teaching and is wanting to progress in a forward thinking and supportive organisation.

SPECIFIC ROLE RESPONSIBILITIES:

- Plan, prepare and develop schemes of work, lesson plans, teaching and learning resources, including the development of on-line learning resources, for identified modules.
- Deliver sessions across the curriculum using a wide range of teaching methods for identified modules.
- Develop and employ assessment activities for identified modules.
- Assess student work, provide feedback to help the learner improve and record learner's progress for identified modules.
- Create individual learning plans, which include targets.
- Prepare materials for teachers, lessons and learners

- Place orders for the department
- Any other admin tasks that are required for the efficiency of the department

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- Deliver sessions across the curriculum using a wide range of teaching methods for identified modules.
- Develop and employ assessment activities for identified modules.
- Assess student work, provide feedback to help the learner improve and record learner's progress for identified modules.
- Create individual learning plans, which include targets.
- Record and monitor progress against individual targets. Implement interventions where needed for students on identified modules.
- Provide documentation required in line with quality assurance processes
- Inform the review process to develop and improve identified modules, units and course(s).
- Implement strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
- Build positive relationships with learners and provide support to ensure successful outcomes.
- Develop and strengthen positive and collaborative relationships with colleagues and other stakeholders.
- Contribute to the marketing of courses, learner IAG and enrolment processes.
- Maintain, update and develop teaching practice in line with knowledge gained through studies and CPD activities.
- Regularly evaluate and challenge your practice, values and beliefs.
- Participate in student recruitment activities, including interviews and open evenings.
- Maintain quality standards.
- Ensure that effective Induction programmes are delivered for learners.
- Participate, as appropriate, in the College's examination process

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Teacher Facilitator
Department	Construction and Electrical

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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Studying towards or with a commitment to gaining a L5 teaching qualification within 2years in post.	A / I
E	Q2. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A
D	Q3. Relevant highest level vocational Qualification or degree in teaching subject	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant up to date industry experience and knowledge of the construction or electrical sector	A/ I
D	EK2. Delivery in the Further Education or school sector (PGCE teaching placements/experience	A / I

	would also qualify here) which demonstrates active learning and differentiated teaching styles	
D	EK3. Experience of setting appropriate SMART targets to support the progression of individuals/groups	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Exceptional verbal /written communication and interpersonal skills	A / I
E	SC2. Ability to follow direction and constructive feedback, to help support development as a teaching practitioner	A / I
E	SC3. Excellent organisational skills, to ensure deadlines are met	A / I
D	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I
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