

Group Member:		Keighley College	
Job Title:		Teacher Facilitator Motor Vehicle	
Reports to:		Programme Manager	
Job Grade	T1	Department	Study Programmes

ROLE SUMMARY:

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, lesson plans, teaching and learning resources,
2. including the development of on-line learning resources, for identified modules.
3. Deliver sessions across the curriculum using a wide range of teaching methods for identified modules.
4. Develop and employ assessment activities for identified modules.
5. Assess student work, provide feedback to help the learner improve and record learner's progress for identified modules.

CORE RESPONSIBILITIES:

- 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..
- Ability to participate in evening/weekend work as required.

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

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.

Ownership

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

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

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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 or D	Relevant highest-level qualification and up to date subject knowledge	A / I
D	Holds a L5 teaching Qualification or willing to work towards this	A / I /

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Recent teaching delivery in the relevant subject area,(PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles	A / I
E	Experience of positively managing student progression, advice and guidance in a school of Further Education setting	A / I
E	Knowledge of current teaching practices, or the willingness to work towards this	A / I

E	Exceptional verbal and written communication skills	A / I
E	Ability to inspire and motivate learners to achieve their optimum	A / I
E	Ability to plan and deliver quality teaching	A / I
E	Ability to be adaptable and flexible towards learners	A / I
D	IT literate including knowledge of google platforms	

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Exceptional verbal and written communication skills	A / I
E	Ability to inspire and motivate learners to achieve their optimum	A / I
E	Ability to plan and deliver quality teaching	A / I
E	Ability to be adaptable and flexible towards learners	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