

Teacher: Public Services (1 role x 0.8 and 1 role x 0.75)
Department of Hair, Beauty, Sport & Public Services
Ref: 21.24

1. The Appointment

You will deliver and assess a variety of applied theoretical and practical elements in Public Services Qualifications (Levels 1 – 3); related to units such as; career planning, security procedures, practical team sports, leadership and teamwork, outdoor adventurous activity, fitness testing, understanding discipline, command and control in the public services, responding to emergency services, cyber security and crime.

You will be required to provide a supportive and professional environment that will aid the development of individual and groups of learners. You will be expected to be organised with excellent time management and administrative skills, have the ability to build positive relationships, displaying excellent communication, organisational skills and demonstrating a flexible and professional attitude.

You will ideally be educated to at least level 3 or 4 and have verified experience of working with one of the emergency services or public services and possess a relevant teaching qualification.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To lead on the planning, delivery and formative assessment for Public Services in line with the Awarding Body requirements and the College Learning Framework.
- b) To develop and deliver best practice in learning, teaching and assessment ensuring standardisation and continuity. To design, develop and monitor resources for student use.
- c) To assess learners according to established guidelines and prepare them thoroughly for internal and external assessment.
- d) To be proactive in identifying strategies to improve student performance and success rates whilst enhancing the learning experience.
- e) To complete documentation, appropriate records of student performance and administration associated with the role and responsibilities.
- f) Provide accurate current feedback and feed forward on progress and outcomes to managers and students.

- g) To monitor and manage student attendance and maintain appropriate standards of behaviour, following college procedures for any unacceptable behaviour.
- h) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.
- i) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- j) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- k) To undergo continuous professional development as appropriate and directed.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Level 3 or 4 level qualification in relevant subject	✓	
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
English/Maths to at least level 2	✓	
IT qualifications/experience	✓	
Experience		
Recent experience of delivering Public Services in an educational sector.	✓	
Experience of working in the emergency services or public services	✓	
Evidence of delivering high quality and effective learning experience	✓	
Evidence of providing learning to groups and individuals	✓	

	Essential	Desirable
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Ability to maximise ICT to support learning	✓	
Producing and presenting information and reports using a variety of methods.	✓	
Ability to plan, execute and evaluate activities	✓	
Identify, interpret and apply knowledge and information	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Ability to deliver results within a pressured environment (evidenced)	✓	
Excellent communication skills, including the ability to influence others	✓	
Ability to build positive relationships	✓	
Self managing/reflective	✓	
Ability to plan and prioritise	✓	
Act as an effective professional ambassador of the College	✓	
Research skills	✓	
Presentation skills	✓	
Understanding of the changing sector requirements		✓
Knowledge and awareness of DDA legislation and inclusion agenda		✓
Skills /Knowledge		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

4. Position within the College

The post-holder will be part of the Directorate of Health, Education and Service Industries and will report to the Head of Department.

5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Delivery Contract and is subject to those terms and conditions.
- b) The salary will be within the Delivery Scale between £22,647 and £37,722. Pro rata for part time hours.
- c) You will be entitled to 32 days leave (plus bank holidays). Pro rata for part time hours.
- d) You will be required to work either 29.6 (0.8) or 27.75 (0.75) hours per week on a flexible basis.
- e) The College operates a contributory average Salary Pension Scheme, (Teachers' Pensions).
- f) The post holder will be located at Derby Road site of West Nottinghamshire College Site but may be expected to travel to other sites on occasions.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Tuesday 29th June 2021**.

Interviews are scheduled to take place on Tuesday 6th July 2021

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.