

Teacher: Human Resources (CIPD) or/and Specialist Trainer: Human Resources (CIPD)
2 X 0.8 contracts working 29.6 hours each week (please state the role you are interested in on your application)
Vision Business
Ref: 21.34

1. The Appointment

Do you have experience and knowledge in Human Resources and/or Learning and Development? Are you enthusiastic and passionate about this subject? Would you like to help others learn the key components of People development to enable them to apply it to their professional roles in HR?

If your answers to the above are yes, then please read on...

West Nottinghamshire College are introducing new apprenticeships and pathways for the local area including:

- Learning Mentor L3
- Learning and development Practitioner L3
- Learning and development learning consultant level5

In addition to this we currently offer CIPD Human Resources Assistant Level 3 and Level 5 Consultant apprenticeships and as standalone qualifications.

We are looking for two tutor/trainers to join our team and help develop the programmes to be class leading in the area. As these are newly approved qualifications you will have opportunity to develop materials and grow the programme as part of a wider team network.

The roles are based over 29.6 hours Monday to Friday and do require some flexibility to include teaching up to two evenings per week. Currently Tuesday and Wednesday evenings until 9pm.

You will require the knowledge and experience of HR and/or learning and development to teach on the level 5 courses and help our developing HR Managers to learn how to apply the principles practically in their roles. Ideally you will have extensive industry experience or qualifications, and have relevant experience of teaching or training others in this subject area to a set of learning outcomes. We can offer training and support for teaching qualifications if required. Delivery is a blend of classroom and online.

Ideally you will have understanding of the professional apprenticeship standards and/or CIPD Level 5 criteria, or be prepared to develop this area of knowledge. Knowledge of the associated funding system and apprenticeship standards is an advantage.

You will be required to provide a supportive and professional environment that will aid the development of individuals and groups of students. You will be expected to be organised with excellent time management and administrative skills as well as being able to work positively.

You will hold an appropriate professional qualification (i.e. CIPD Level 5 or Legal relevant qualifications) and ideally be educated to post graduate level. Possession of a relevant teaching qualification and experience of teaching will also be an advantage but not essential.

You will be a role model for college students and will work to professional standards.

This is an exciting and challenging role that would suit an individual who is flexible in their approach, highly motivated and passionate about the subject, further education sector and learning.

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 contribute to the development, delivery, assessment and quality procedures relating to programmes of study for groups of students on HR related Professional programmes at levels 3 and 5.
- b) To contribute to the development, delivery, assessment and quality procedures relating to programmes of study for groups of students on Professional CIPD courses in line with awarding body requirements.
- c) To liaise with awarding bodies and partners and act as an ambassador for the college.
- d) To develop and consistently demonstrate best practice in learning, teaching and assessment ensuring standardisation and continuity.
- e) To design, develop and monitor high quality current resources for student use.
- f) To act as personal tutor to a group/s of students and co-ordinate tutorial support liaising with the Course Co-ordinator. Provide accurate current feedback on progress and outcomes to managers and students.
- g) To monitor and manage student attendance and maintain appropriate standards of behaviour.
- h) To keep up-to-date with curriculum initiatives, development and implantation of standards and general developmental and professional issues relating to the delivery of learning in your area.
- i) Carry out assessment in line with awarding body requirements, including second marking. Work with Head of Department to respond to any points raised by EQA, governing or Awarding Bodies.
- j) Implement quality procedures as guided by the Head of Department, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- k) To complete documentation, appropriate records of learner applications, admissions, performance and outcomes and other administration associated with the role and responsibilities.
- l) Where appropriate design bespoke delivery programmes to meet the knowledge, skills and behaviours required of students' apprenticeship standards.
- m) Where appropriate utilise your professional knowledge and skills to regularly review the apprentice's progress against the standard and, in conjunction with the apprentice and employer, make informed judgements that clearly demonstrate that the apprentice is deemed competent against the relevant requirements of that standard.

- n) Where appropriate prepare the apprentice to be able to demonstrate consistently that they have met the required sector set professional standards enabling them to be supported through gateway to end point assessment. This will include supporting the employer to confidently decide at what point this will take place.
- o) To undergo continuous professional development.

Work closely with the Head of Department and Course Co-ordinator in:

Curriculum to:

- a) Develop and demonstrate best practise in learning, teaching and assessment assuring standardisation and continuity. To work with colleagues to design, develop and monitor resources for student use.
- b) Compile and circulate group profiles for your groups and use these to inform planning and delivery. Follow up any ALS or other support requirements with the Course Co-ordinator.
- c) Contribute to the planning of the year plan to include assessment schedules, planned tutorials, reviews and timely enrichment activity to meet and drive achievement.
- d) Contribute to and deliver student induction.
- e) Prepare sample/evidence for Internal Moderation.
- f) To implement quality procedures as directed to evaluate programme and help compile the annual monitoring requirements at agreed intervals.
- g) Maintain an up to date Course/Module file, to include updated course handbooks, schemes of work and lesson plans.

With students to:

Follow up use of Initial Diagnostics where required. Follow up any ALS or other support requirements with appropriate contact in liaison with Course Co-ordinator.

- q) Act as a personal tutor to one or more groups of students, co-ordinate tutorial support and liaise with other tutors.
- r) Check student attendance and punctuality. Follow up as necessary.
- s) Maintain standards of student behaviour. Work with Head of Department/Course Co-ordinator as necessary to resolve related issues.
- t) To follow up any concerns or issues with Head of Department/Course Co-ordinator.
- u) Support student forums in liaison with the central HE team.

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 and Diversity and Health and 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 work flexibly as directed by the line manager
- f) To present and promote an appropriate public image in representing the college.
- g) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
English to at least level 2	✓	
Maths to at least level 2	✓	
Cert Ed/PGCE or relevant training/teaching qualification		✓
Educated to Master's level in related subject (working towards may be considered)		✓
Professional qualification in CIPD		✓
Professional membership of CIPD		✓
Experience		
Experience in the delivery of (CIPD or Business related) higher education qualifications		✓
Recent and relevant experience of delivering high quality and effective learning experiences to groups and individuals		✓
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience		✓
Recent and relevant experience of working within an appropriate vocational environment or of appropriate professional/industrial updating	✓	
Experience of compliance with awarding body regulations.		✓
Experience of working within the appropriate frameworks and guidelines for apprenticeship standards within the professional area.		✓
Experience in the delivery of a range of qualifications		✓
Experience of using IT and ICT	✓	
Evidence of offering inclusivity to learners		✓
Skills /Knowledge		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies within the HE sector.		✓
Demonstrate an understanding of Higher Apprenticeship Standards.		✓
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and its importance within the college	✓	
Knowledge of current initiatives within the sector and the vocational area of responsibility.	✓	
Excellent communication, inter personal and presentation skills and the ability to influence others and build positive relationships	✓	
Ability to plan and prioritise	✓	
Ability to work as part of a team to achieve common objectives	✓	
Good working use of IT	✓	
Ability to analyse information and situations and recommend a way forward	✓	
Collate tracking records and assessment information in preparation for examination boards.	✓	

	Essential	Desirable
Qualities linked to college values		
Set high professional standards for one's own practice and high expectations for learners	✓	
Demonstrate understanding and promotion of equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice and following organisational policies and procedures.	✓	

4. Position within the College

The post-holder will be part of the Directorate and report to the Apprenticeship Manager.

5. Terms and Conditions

- a) The post is offered on a West Nottinghamshire College Delivery Contract for teaching roles and a support contract for Trainer roles and is subject to those terms and conditions.
- b) The salary will be within the Delivery Scale between £22,647 and £37,722 and the support salary will be £26,654 (spot salary). Pro rata for part time hours.
- c) You will be entitled to 32 days leave (plus bank holidays) for teaching and 25 days leave (plus bank holidays) for training. Pro rata for part time hours.
- d) You will be required to work 29.6 (0.8) hours per week on a flexible basis.
- e) The post holder will be located at Chesterfield Road 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 Wednesday 28th 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 expect all staff to share this commitment. This post is subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

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