

Teacher or Specialist Trainer: CIPS – Procurement
0.6 role working 22.2 hours each week
Vision Business
Ref: 21.35

1. The Appointment

We have an exciting opportunity due to the expansion of the HE, Teacher Training and Access team to deliver and develop education and training to a range of students wishing to develop knowledge, understanding and transferable skills relating procurement. You will contribute to the curriculum planning and activity for the CIPS programme at levels 3, 4, 5 with the possibility of developing additional short courses to ensure innovative, quality provision.

As part of a team you will plan, deliver and assess on the CIPS programme including higher apprenticeship courses, in line with Awarding Body and college requirements.

Ideally you will have understanding of the professional apprenticeship standards and governance, 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 with awarding bodies and institutions. You must have excellent interpersonal and communication skills and show a flexible and professional attitude.

You will hold an appropriate professional qualification (i.e. CIPS Professional Diploma Qualification Level 6) or significant experience in the Procurement sector. Possession of a relevant teaching qualification and experience of teaching will also be an advantage, however training can be offered to the right candidate.

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. You will be expected to work flexibly including regular, routine evening delivery and open events.

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 CIPS Professional programmes at levels 3, 4, and 5.
- b) To contribute to the development, delivery, assessment and quality procedures relating to programmes of study for groups of students on Professional CIPS courses in line with awarding body and apprenticeship requirements.

- c) To develop and deliver short taster classes for procurement to support learners in other areas such as supply chain or business administration.
- d) To liaise with awarding bodies and partners and act as an ambassador for the college.
- e) To develop and consistently demonstrate best practice in learning, teaching and assessment ensuring standardisation and continuity.
- f) To design, develop and monitor high quality current resources for student use.
- g) Where appropriate 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.
- h) To monitor and manage student attendance and punctuality and maintain appropriate standards of behaviour. Work with Head of Department/Course Co-ordinator to follow up concerns or issues.
- i) 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.
- j) Carry out formative assessment in line with awarding body requirements, including second marking. Work with Head of Department to respond to any points raised by Awarding Bodies.
- k) Implement quality procedures as guided by the Head of Department, contributing to thorough, evaluative programme reviews which feed into the self-assessment process and CIPS quality monitoring processes.
- l) To complete documentation and other administration associated with the role and responsibilities.
- m) Where appropriate design bespoke delivery programmes to meet the knowledge, skills and behaviours required of students' apprenticeship standards.
- n) 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.
- o) 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.
- p) 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. Design, develop and monitor resources for student use.
- b) Add to, compile and circulate group profiles for 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 to meet and drive achievement.
- d) Contribute to and deliver student induction.
- e) Co-operate with course co-ordinator and other staff to support the implementation of quality procedures, evaluate programmes and help compile the annual monitoring requirements at agreed intervals.
- f) Maintain an up to date Course/Module file, to include updated course handbooks, schemes of work and lesson plans.

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 (GCSE C or 4+) | ✓ | |
| Maths to at least level 2 (GCSE C or 4+) | ✓ | |
| Cert Ed/PGCE or relevant training/teaching qualification | | ✓ |
| Educated to Master's level in related subject | | ✓ |
| CIPS Professional Diploma Qualification (Level 6) | | ✓ |
| MCIPS membership status of CIPS | ✓ | |
| Assessor award (A1, CAVA, D32) | | ✓ |
| Experience | | |
| Experience in the delivery of (CIPS 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 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 inclusive practice | | ✓ |
| Skills /Knowledge | | |
| Demonstrate a 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 | ✓ | |

| Qualities linked to college values | Essential | Desirable |
|---|-----------|-----------|
| 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, such as 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 22.2(0.6) 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.