

Trainee Teacher: A Level Programmes - Full time (Training opportunity available for graduates who would like to train as an FE teacher)

Directorate of Academic, Creative, Community, Digital and Professional Studies

Ref: 22.27

1. The Appointment

Do you have a degree in Geography, Politics or Environmental Science and would like to share your knowledge and experience and train as a teacher in FE? Would you like a new challenge and be supported by high-quality training to make a career change and become a successful FE teacher, enabling the next generation to benefit from your expertise, skills and experience?

In this role, you will be part of a team that is responsible for the planning, delivery and assessment of learners engaged in A Levels. You may, where appropriate, be required to work within other areas relating to your specialist skills and knowledge. Other responsibilities may include carrying out a specific cross-area role.

This post carries up to 828 delivery hours per annum for a full-time role but will include remission for study and shadowing experienced teachers. You will be supported to gain a teaching qualification relevant to the role of FE Teacher.

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

The role will require you to take on and work to the college's RICHER values; **Respect, Integrity, Collaboration, High Expectations & Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To design, deliver and develop a programme(s) of study for a group(s) of learners in college ensuring that enrolment to exit procedures are in place.
- b) Assess learner competence, knowledge and understanding according to college and awarding body assessment criteria.
- c) To plan, prepare, deliver, and assess. To develop best practice in delivery.
- d) To promote and monitor the attendance, retention and achievement of learners on a continuous basis, ensuring that all appropriate documentation is completed, readily available and in line with college procedures.
- e) To design, develop and monitor resources for learner use, ensuring that they are appropriate for learning and programme needs and contribute to the development of learning materials uploaded to the college Virtual Learning Environment.

- f) To support learners in monitoring their progress through recording, tracking, documenting, portfolio building and progress reviews.
- g) To ensure that course files and programme documentation is accurately maintained, including course handbooks, schemes of work etc.
- h) To provide initial advice and guidance on programmes of study including interviewing potential learners.
- i) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning and teaching in your area.
- j) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- k) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- l) To maintain appropriate standards of learner behaviour and encourage an environment conducive to learning and teaching.
- m) To have an involvement in internal verification where appropriate and maintain quality systems in line with the college quality requirements according to established guidelines.
- n) To work flexibly as directed by the line manager.
- o) To embrace the benefits of continuous professional development.
- p) To comply fully with financial regulations.
- q) To ensure compliance with and promotion of health and safety and safe working practices.
- r) To maintain and promote agreed professional standards.
- s) To maintain learner discipline and support delivery staff in recording learner attendance progress and achievement.
- t) To attend Directorate and other college meetings.

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:		
English to at least level 2	✓	
Maths to at least level 2	✓	
Degree or post graduate level qualification (or equivalent) in related subject	✓	
IT qualifications/experience		✓
Experience		
Current experience of delivering learning or training		✓
Evidence of delivering high quality and effective learning experience		✓
Evidence of providing learning to groups and individuals		✓
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience		✓
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		✓
Knowledge of current national and international initiatives and how they are interpreted into the college's strategic plan		✓
Ability to plan, execute and evaluate activities	✓	
Skills /Knowledge		
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	✓	

	Essential	Desirable
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 Academic, Creative, Community, Digital and Professional Studies and 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 unqualified Delivery Scale, £23,322 to £25,080 per annum.
- c) You will be 32 days leave (plus bank holidays).
- d) You will be required to work 37 hours per week on a flexible basis.
- e) The college operates a contributory Average Salary Pension Scheme (Teachers' Pension)
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Friday 24th June 2022**.

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 £44.50.

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.