

#### Job Description

**Post title:**   **Lecturer for FE Sport (part time)**

**Based at: Camborne**

**Reports to:**   **Study Programme Manager/Curriculum Area Manager (CAM) or Head of Campus (HOC)**

**Responsible for: Lecturing and associated learners**

Terms & Conditions: Teaching Contract (0.4)

Primary Purpose of Role:

Based at Camborne College, we are looking for an experienced individual to motivate and inspire learners into careers within the Sport, Health and Fitness Industry through brilliant teaching & learning.

Applicants should have a thorough understanding and deep knowledge gained through occupational experience within the industry, as well as an appropriate level (minimum level 3) qualification in a relevant Subject Sector Area. Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment); coaching and fitness related qualifications are desirable.

Within the role you will teach across all areas of the Study Programme(s) and provide a positive experience for all learners enrolled that enables them to achieve to their maximum potential.

You will be working in collaboration with the Study Programme Manager (SPM) and Curriculum Area Manager (CAM)/Head of Campus (HoC) to be accountable for all aspects of the learner journey from initial marketing, promotion, initial advice and guidance and solely responsible for successful learner progression and careers advice, achievement, recording destinations, programme design and consistently high levels of teaching, learning and assessment.

To deliver lessons that are inspirational and effectively support learners to actively achieve to their full potential; no matter their level.

**Key Areas of Responsibility**

**Lecturer(s) and Learners**

You are responsible for all learners enrolled on your Study Programme(s) and must ensure that:

1. All learners attend your lessons. You must monitor attendance for your lessons and ensure that registers are completed in line with the associated Policy.
2. Intervention is proactive, timely and in line with College Policies and Procedures.
3. You are responsible for working with the learners to achieve their overall success at College and must ensure that attendance at English and maths is good.
4. Be actively involved with all teaching, instructing and assessing. To ensure high quality of education in all aspects of a learners Study Programme.
5. All learners should behave in accordance with the code of conduct in all lessons and social spaces. Where poor behaviour is observed, ensure you escalate to the Study Programme Manager and take timely steps to resolve the issue.
6. You should continuously monitor the levels of retention and success of your learners. You must ensure that all learners have targets set and take steps to ensure that they are achieving.
7. You must ensure that College systems are being used to support learner progress and success and take action to resolve issues identified, escalating issues where necessary to the SPM, CAM or HoC.
8. Ensure all learners have opportunity to be heard in relation to their learning experience and act upon or escalate any concerns that are raised. Complete internal and external learner surveys as required.
9. Positively support progression and destinations of the learners on your Study Programme(s), engage them with independent Careers Advice and Guidance and tracked their planned destination via Pro and the Course Review process.
10. Celebrate success with your learners and the wider College.

**Quality of Education**

1. Create and maintain a positive learning environment (physical classroom layout, displays etc).
2. Ensure Schemes of Learning are in place for all aspects of the Study Programme(s).
3. Ensure that the CIF1 is completed and updated as required by changes in the subject sector area.
4. Manage and update E-learning / Virtual Learning / Digital resources for the relevant Study Programme(s).
5. Complete Course Review documentation and process and attend and contribute to Course Reviews in line with the associated procedure.
6. Have active involvement with standardisation of assessment activities.
7. Ensure you contribute to the learner progress reports for your area and that these are completed in a timely manner.
8. Work with the Learning Support Deployment team to enable the positive transition of learners with EHCP’s, vulnerable circumstances, risk assessments etc.
9. Ensure attendance of your area at open events to support recruitment. Pro-rata system to support open events.
10. Work with your SPM, CAM and/or HoC and marketing to ensure suitable Study Programme information is available.
11. All duties as specified in the Job Description Lecturer.
12. Take an active part in staff appraisal (PMR) processes and staff development.
13. Ensure that all mandatory training is maintained and completed within a timely manner.
14. Ensure own professional practice is up to date with industry developments; engage in ‘Back to Industry day’.
15. Be a positive advocate for your Study Programme and TCCG.
16. Take initiative to organise trips and visits to sporting events such as the Sport Tour which may include a Premiership Football match.
17. The post-holder will be also expected to strengthen the Department’s position within the college by focusing on recruitment, attendance, retention and achievement.

#### Person Specification

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|  | **Essential** | **Desirable** |
| **Previous** **Experience** | Knowledge and experience of all funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.Experience of teaching and/or training in the relevant subject sector.Proven record of effective teaching at the FE level.A sound sports coaching/instructing background to deliver an array of practical lessons during our enrichment times. Experience in the coaching of sports such as football, rugby, basketball, netball, hockey, badminton.  | Awareness of financial and business management in relation to the development and delivery of provision. |
| **Qualifications** | Appropriate level (minimum level 3) qualification in a relevant Subject Sector Area.Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment). A suitable professional qualification in Sport or in a related subject; relevant industrial experience in the Sport sector and an understanding and skills relevant to the specific responsibilities of the post, which could include Coaching, Sports Development, Fitness Instruction, Sports Science Support and Physical Education. A teaching qualification and experience of NCFE Sport delivery in a Further Education establishment.Level 2 English and maths. | Degree in related Subject Sector Area.Level 3 English and maths.Membership of the Institute for Learning.NGB Coaching qualifications.Instructing certificates i.e. YMCA Level 2 Fitness Instructor.MIDAS training for driving a mini bus.  Current certifications in CPR/First Aid and relevant skills. |
| **Personal Attributes** | Honesty and integrityExcellent communication skillsExcellent work ethicTeam playerPersonal commitment to continuous learningCalmness under pressureEffective communication skills to a wide range of people (staff, parents, students).Commitment to completing task completion Personal ambition Experience with IT and knowledge of social media platforms for student and local community engagement.  |  Enjoys athletic activities and/or leisure sports. Versatile across a number of disciplines. |

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### The Cornwall College Group Values

Our values reflect the ethos, behaviours and capabilities that our learners, staff, communities and businesses want us to instil through the delivery of our promises.

**Please note:** All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality & Diversity Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

For minibus driver roles or those required to drive a minibus as part of their role must have their licences (both the photo card and paper counterpart) checked, before an offer and confirmation of employment, to ensure they meet with legislative requirements and The Cornwall College Group policies ([Pages 27/28  (minibuses) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).

It may also be necessary to check the driving licence of other members of staff, before commencement of employment, where they are required to drive on Cornwall College business to ensure they meet The Cornwall College Group policies ([Pages 40-43 (driving for work policy) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).  If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.