**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Teacher of employability skills** | **Department:** | **Adult Education** |
| **Hours per week:** | Casual claims | **Weeks per year:** | Casual claims |
| **Contract Type:** | Permanent | **Reports to:** | Adult Education Manager |
| **Scale & Spine Points:** | Hourly pay - £12.54 - £19.08 (depending on experience and qualifications) | **Location:** | Bournemouth / Poole / community delivery |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:* A passion for learning and success
* Supportive and caring
* Respectful and considerate
* A champion for equality through learning
* Ambitious and tenacious
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| **Department Overview** |
| Our Adult Education Department serves the community across Dorset, predominantly delivery is in the Bournemouth and Poole area however outreach programmes may extend into other locations in Dorset. Qualifications delivered within the Adult Education Department provide our learners with the opportunity to upskill to develop future opportunities whether that be to improve career prospects or gain the confidence and skills to gain employment.  |
| **Purpose of the Role**  |
| To deliver high quality and effective teaching and learning to adult learners in the community, centered around employability skills. This role will be working predominately with unemployed adults delivering Sector Work Academy Programmes (SWAPs) supporting learners to move into the world of work. Working in partnership with DWP and other support organisations as well as employers to ensure learners are fully prepared to enter employment. SWAPs comprise of employability skills and appropriate sector specific qualification relevant to employer requirements.  |
| **Key Accountabilities & Duties** |
| * Contribute to the development and delivery of a range of educational programmes including identifying learning objectives; determining, designing and producing study material; planning course/study programme delivery
* Contribute to high quality learning experiences using a variety of teaching and learning methods
* Ensure that teaching is based on current best available practice and is consistent with a high standard of practice
* Provide academic and pastoral support to students in accordance with agreed procedures
* Create an outstanding student experience which leads to progression or employment
* Manage student issues within agreed protocols
* Take appropriate responsibility to ensure the health and safety of self and others
* Employer and workplace/work placement visits
* Educational guidance and counselling
* Supervision of learning programmes
* Stakeholder engagement with employers and support organisations

**\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**  |
| **Equal Opportunities**  |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK. All successful candidates will be required to provide proof of their qualifications.  |
| **Further Information** |
| This Job Description and Person Specification are current as at December 2023**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager. A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and MathsTeaching Qualification or willingness to achieve within 2 years |  |
| **Post Specific Qualifications**  |  | Higher DegreeDegree in relevant subject area IQA/Assessor award  |
| **Work Experience** | Facilitating learning for students in either an educational or workplace setting | Work experience in an FE setting ie college or schoolExperience teaching employability skills to unemployed adults |
| **Knowledge** | Current evidence-based practice in field of expertiseAwareness of awarding organisation requirementsCompetent in Microsoft Office applications | Working with student databases ie ProMonitor/ProSolution Understanding of KCSIE and safeguarding children and vulnerable adults  |
| **Skills**  | Communication skills including written and verbalDynamic and innovative approachFlexible, adaptable and resilient, able to work with students of all agesPositively cope with changeProven ability to plan and organise own workload |  |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours Able to travel between sites and within the community. Use of own car is essential. |  |