**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Cricket/Sport FE  Part Time 0.6 | Sport |
| **SALARY** | **BENEFITS** |
| £31,537 to £35,818 per annum  relating to qualifications and experience | Teachers’ Pension Scheme  40 days annual leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Sport | Lecturers in Cricket (Old Trafford) / Sport & Public Services (Preston) |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide leadership and co-ordination for nominated FE programmes ensuring accurate information, advice and guidance supporting learners onto the right learning programme to meet their aspiration and capability. | |
| Ensure high quality delivery striving for excellence by managing course recruitment, retention and success in a supportive manner with curriculum team. | |
| Ensure that initial assessment information is distributed and used fully and purposefully to support personal learning and is applied by all teaching team members to ensure accurate individual learning plans and delivery. | |
| Support the Head of Area to ensure that all learners have the appropriate and accurate learning agreements personalised to their learning needs that are routinely checked and updated with the ILR manager. | |

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| **KEY TASKS AND RESPONSIBILITIES** |
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| Work with and ensure that learners with additional learning support needs are provided with high quality support, regularly reviewed for effectiveness ensuring accurate records are held by the Learning Mentor and learning support delivery team. |
| Be responsible and accountable for Internal Verification / Lead IV co-ordination and performance, maintaining high quality academic standards in line with awarding body requirements and College policy. |
| Enhance the FE student experience, ensuring Course Committee meetings, Course Team meetings, Student Surveys, Self Assessment Reports, Quality Improvement Plans and registers are completed in a timely fashion. |
| Responsibility for teaching observations and working with staff in the area to continuously improve the quality of teaching /instructing/coaching including planning and delivery of occasional CPD. |
| Participate in marketing events and organising and ensuring appropriate and adequate staffing for such events (Careers mornings, open days, schools or other promotional events) at the College or other venues. |
| Have responsibility for contributing to the planning of timetables maximising the efficient use of resources in consultation with Head of Area and colleagues. |
| Advise the Head of Area on innovations and new resources for the specified academic area by investigating the latest information and/or research/resources. |
| Lecture to FE groups in the subject discipline setting the highest standards for colleagues, with teaching remission not to exceed limit. (To be agreed with the Head of Area) |
| Be the support for new staff and staff that may require guidance to improve teaching skills or are the subject of performance concerns. |
| Be responsible for performing annual appraisal reviews. |
| Liaise with 14-16 schools team ensuring quality teaching and learning is delivered. |
| Work with data for recruitment, retention, attendance, EDIM targets, assessment schedules, students at risk and other data to have an informed approach in supervising and supporting teaching staff. Provide the Head of Area with regular updates on progress to targets. |

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| **DUTIES** |
| Report to the Head of Area forming part of the supervisory team that ensures through effective IAG accurate recruitment to maximise success. Effective contribution to meet strategic plan targets. |
| Ensure all Literacy and Numeracy screening and formative assessment is used by teaching staff appropriately, to ensure personalised teaching. Effective contribution to meet strategic plan targets. |
| To actively encourage young people to embark on educational programmes at Myerscough College through appropriate promotions and events having detailed knowledge and understanding of the portfolio of programmes. Ensure adequate staff cover and suitable training concerning the portfolio of programmes to support effective IAG. |
| Ensure that personal learning agreements are accurate and checked thoroughly before submission to the ILR team ensuring correct personal learning is recorded. Effective contribution to meet strategic plan targets and ensure success improvements for all learners. |
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| Participate in inspections and audits. Effective contribution supporting strategic targets and policy. |
| Liaise with the 14-16 schools team to effectively support high quality teaching and learning. Support excellent teaching and learning delivered to the highest standards with high success. |
| Ensure all learners that need ALS support receive it and monitor regularly with departmental Learning Mentor the effectiveness of the support provided. Ensure excellent ALS service that supports retention and success. |
| Perform Internal Verifier duties to the highest standards in accordance with the awarding body procedures, CPD requirements and college policy. To meet awarding body requirements and College policy to consistently high standards setting high expectations and full compliance from all teaching staff. |
| Enhance the FE student experience, ensuring adherence to quality processes for meetings, surveys and reviews. Ensure all course committee, course team SAR/QIP meetings are effective. |

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| **DUTIES** |
| Carry out delegated teaching observations and develop and deliver CPD to improve performance and quality teaching and learning. High lesson observation grades and student survey results |
| Have delegated and agreed responsibility for designing timetables that efficiently utilise college resources in consultation with colleagues. Timely completion of timetables with the Head efficiently managing staff and resource utilisation |
| To provide support for new teachers and those on performance review occasionally delivering CPD. Promotion of professional lecturer standards. |
| Agree with Head of Area to perform annual appraisal reviews. Perform annual staff review appraisals providing accurate support to designated staff in agreement with the Head of Centre. |
| Advise Head of Area of new developments and resources in designated academic area. Maintain good industry links and keep up to date with pedagogic developments. |
| Agree teaching hours and act as a focal point to other staff as an exemplar of best teaching practice. Promotion of professional lecturer standards. |
| All teachers must meet annual Continuing Professional Development (CPD) requirements. |
| Promote the College values:  - Respect for yourself, each other and the environment  - Welcoming, honest and inclusive  - Happy, safe and supportive culture  - Inspiring learners and staff to be the best they can be  - Positive and innovative |
| * To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles * Maximise effective use of time and personal ability * Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy, including the “Prevent” agenda, procedures and practices * Be committed to pro-actively working towards the implementation of equality of opportunity in both service delivery and employment * Work flexibly within own range of competence undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. * Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees / learners within your responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies across all areas of responsibility * Be aware of Risk Assessments, implement health and safety related actions identified through risk assessment and assist in the induction of staff and students in the safe use of facilities, tools and equipment * Follow safe working procedures personally and ensure all learners follow all safe working procedures and practices in the learning environment, including giving clear verbal instructions to students and other members of staff * Ensure all accidents and near misses are recorded and reported following College procedures * Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within your responsibility implement such policies * Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Degree or equivalent qualification in a related subject at 2:2 or equivalent (A)  Teaching qualification e.g. PGCE / Cert Ed or equivalent (A)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A)  **OR**  Significant industry experience and willing to work towards a teaching qualification within agreed time period (A)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A) | FE External verification/examination role (A)  Membership of a professional body  Management Experience  First Aid Certificate (A)  Teaching Experience FE and management of FE programmes (A)  Links with Sport employers/industry (A)  Cricket coaching background and a cricket coaching qualification at L3 and above |
| ***Special Aptitudes*** | |
| Effective Leadership/ communication skills and the ability to motivate a team and learners (A/I)  Teaching/training experience and knowledge of developments in teaching and learning (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P) | Ability to deliver Good/Outstanding lessons (A/I)  Evidence of highly successful teaching, training and / or coaching experience (A/I)  Evidence of consistent Grade 1 and 2 Lesson Observations (A/I)  Involved in latest course developments (A/I)  Coaching / mentoring staff / delivering CPD (A/I)  External verification/examination role (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) | Hobby – Cricket and sport related interest (A/I)  Involvement in the cricket industry (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |

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| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Head of Cricket/Sport FE | Sport |
| **SALARY** | HOURS OF WORK |
| £31,537 to £35,818 pro rata per annum in accordance with qualifications and experience | 22.2 hours per week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Up to £29,187.99 pa 7.4% Employee  £29,188 - £39,290.99 pa 8.6% Employee  £39,291 - £46,586.99 pa 9.6% Employee  £46,587 - £61,742.99 pa 10.2% Employee  £61,743 - £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee  23.68% Employer  You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable)  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College   Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied forl and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |