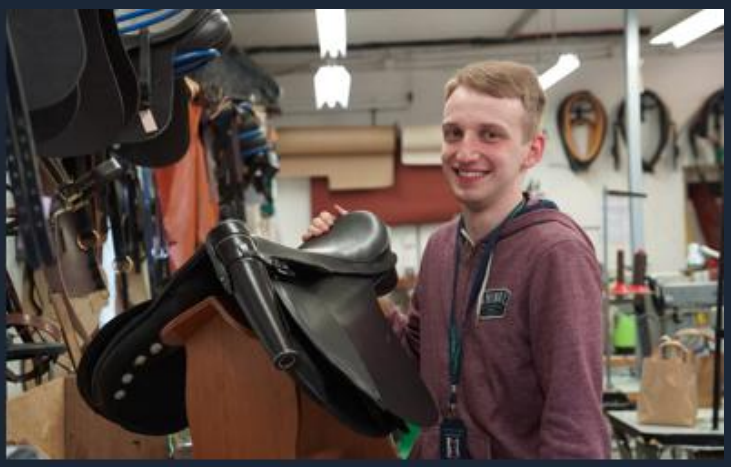
Capel Manor College

Fixed Term Lecturer in Saddlery & Leathercraft

Job Description & Person Specification









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JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post Lecturer in Saddlery and Leathercraft
Scale Academic- Lecturing
Grade Points 19-35
Responsible to Team Leader of Animal Management and Saddlery
Location Enfield
Contract Fixed-term Full time

Key Responsibilities:

The key responsibility of the Lecturer in Saddlery & Leathercraft is to continue the teaching and assessing of the College for saddlery and leathercraft courses, conducting student tutorials, providing specialized advice and supporting curriculum development. They must maintain and contribute to the quality of service and promote a safe and healthy working environment in accordance with the College policies.

Responsibilities:

1. Carrying out tutorials with students, recording results and providing management information
2. Delivering and co-ordinating the assessment of a range of subjects relating to saddlery and leathercraft to appropriate examination body standards, including both center and work-based learning.
3. Providing specialist advice relating to saddlery and leathercraft activities and developments
4. Supporting curriculum planning, development and support within the department
5. Researching and the production of course materials
6. Liaising with internal staff with regard to the provision of practical student activities
7. Liaising with external bodies, visiting speakers and representatives within the industry
8. Ensuring that all requirements and regulations relating to health and safety of students is maintained whilst undertaking practical sessions
9. Providing specialist input into the development of new courses, modules, services or activities within the college
10. Any other duties of a similar nature as required by the Head of Animal Management and Saddlery.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Saddlery qualifications are essential
- A teaching qualification or willingness to achieve

Experience

- A background in the saddlery or leathercraft industry
- Experience of demonstrating practical skills and teaching underpinning knowledge relating to saddlery/leathercraft for the education of students and the public

- Experience of teaching and assessing in a college or training environment would be advantageous but is not essential

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Excellent administrative and organisational skills
- An enthusiasm to devise and deliver programmes which attract students into Saddlery and Leathercraft
- The ability to instruct and assess practical skills
- The ability to develop positive working relationships with individuals at all levels
- Experience in being adaptable in different working environments and teams
- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- Familiarity with Information Learning Technology applications and an active interest in the use of ILT to improve access to learning

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required