

JOB DESCRIPTION

POST TITLE	:	Trainee Lecturer in Uniformed Public Services
SALARY	:	Up to £27,567
RESPONSIBLE TO	:	Head of Business and Professional Services
CLOSING DATE	:	5.00pm, Wednesday 18 June 2025
INTERVIEW DATE	:	Thursday 26 June 2025

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1) To teach effectively on a range of Uniformed Public Services programmes across the Division's Curriculum
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To teach, relevant to subject specialism, up to 832 hours per year.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time
- 12) To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Trainee Lecturer in Uniformed Public Services

DIVISION: Business and Professional Services

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification in a relevant subject	E	Application form
2	Be willing to work towards a recognised teaching qualification within a specified and agreed period (normally 2 years)	E	Application form/ Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Uniformed Public Services	E	Application form/ Interview
2	Understanding of the structure, values and expectations with the uniformed Public Services	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience working in a professional environment within a branch of the uniformed services, including but not limited to the Army, Royal Air Force, Royal Navy, Ambulance Service, Police, or Fire and Rescue Service	E	Application form/ Interview
2	Experience delivering training, education, or mentoring within a uniformed public service context	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Able to effectively use Microsoft Office Applications (Word, Excel, PowerPoint, Outlook) And demonstrate confidence in using technology to support communication administration and record-keeping tasks.	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*