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# Hartlepool Sixth Form College – Lecturer 2 (History & Politics)

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## External Vacancy

**Post Ref: 6106. Full Time 37 hours per week. Fixed Term Maternity Leave Cover. £26,937.22 - £35,125.02 per annum.**

**Attractive benefits for this post include 48 days' annual leave per year plus bank holidays and the opportunity to join the Teacher Pensions/Local Government Pension Scheme.**

We have a fantastic opportunity for an aspiring, imaginative and inspirational teacher of History and Politics to join Hartlepool Sixth Form College. The successful candidate will work in a caring and energetic College where students achieve and make good progress. History and Politics are both popular and well-resourced subjects within the sixth form. Students currently have a choice between early modern or modern options within the History course, following the Edexcel specification. Politics students also follow the Edexcel specification.

Hartlepool Sixth Form College is a mixed, non-selective, specialist sixth-form college catering for 16-18 students. We provides a high level of support to our students, offering a friendly and encouraging environment with a strong sense of community, respect and tolerance. Our aim is to give students an excellent educational experience that enables them to achieve their full potential, providing them with a strong foundation from which they can progress to higher education or into the increasingly competitive world of work.

In August 2017 we merged with Sunderland College and now have campuses based across Sunderland and Hartlepool and we are the largest multi campus College in the North East. Annually the College delivers education and training to 13,500 students ranging in age from 14-16, 16-18, 19 years and above. Delivery spans all education routes including GCSEs and A Levels, professional and technical education, apprenticeships, higher education and commercial activity.

In the last few years the College has been inspected and achieved 'good' with strong features, we recently won a national Beacon Award for our approaches to Employer Engagement, a reflection of the value we place on collaboration and partnerships. We have also achieved TEF Silver for our Higher education teaching and learning. We are Matrix Accredited for our IAG Services and work closely with the NE LEP to embed the Gatsby Good Career Benchmarks across the region. The College has also recently achieved Continuing Excellence for the Better Health at Work Award.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification for the role.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

For details on how to apply please visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies) or alternatively email [vacancies@sunderlandcollege.ac.uk](mailto:vacancies@sunderlandcollege.ac.uk).

**All applications must be received by 12 noon on Wednesday 12 June 2019.**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

## Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

<b>Post Title:</b>	<b>HSFC Lecturer 2 (History and Politics)</b>
<b>Post Reference:</b>	<b>6106</b>
<b>Reports to</b>	<b>Curriculum Manager</b>
<b>Department</b>	<b>Humanities, Social Sciences &amp; Creative</b>
<b>Grade</b>	<b>026-35 (point 26 unqualified)</b>
<b>Contract</b>	<b>Full Time, Fixed Term Maternity Cover</b>
<b>Location</b>	<b>Any College Campus</b>

## ROLE PURPOSE

- **Delivery of curriculum.**
- **Assessment of student learning.**
- **Provision of support for student learning.**
- **Maintenance of appropriate records and documentation.**
- **Maintenance of appropriate continuing professional development and general aspects of role.**
- **Development of curriculum.**
- **Evaluation of curriculum.**

## KEY ACCOUNTABILITIES

- Delivery of curriculum**
- Prepare session plans and resources to contribute to an identified scheme of work.
  - Deliver differentiated teaching, learning and assessment strategies to meet learner needs.
  - Make effective use of independent learning technology (ILT) to enhance student learning in and out of the classroom.
  - Deliver academic support for students as required.
- Assessment of student learning**
- Prepare and assess students for a range of assessments.
  - Carry out marking and assessment to provide feedback to students to enable improvement.
  - Maintain assessment records.
  - Participate in standardisation and quality assurance of assessment.
  - Prepare and make available specified assessment plans.
  - Prepare and make available specified summative/significant assessments to meet awarding organisation standards and learner needs.
  - Conduct and lead internal quality assurance of assessment in line with the College`s internal quality assurance of assessment handbook and procedures and awarding organisation guidelines.
  - Register students with awarding organisation in accordance with internal and external guidelines.

#### **Provision of support for student learning**

- Provide academic and additional learning support.
- Support students in their learning and personal development.
- Liaise with curriculum delivery and support staff to support student learning.
- Monitor student attendance, behaviour and progress and take appropriate action.
- Liaise with parents/employers as required.

#### **Maintenance of appropriate records and documentation**

- Maintain appropriate records and reports.
- Participate in the College's quality assurance and quality improvement processes.
- Maintain Course File records for use within team

#### **Maintenance of appropriate continuing professional development and general aspects of role**

- Maintain appropriate continuing professional development.
- Participate in recruitment and marketing events, and parents' evenings.
- To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- Undertake such other duties as are reasonably allocated either permanently or from time to time.
- Work at any of the College sites on a temporary or indefinite basis.
- Maintain appropriate professional behaviours and attitudes.
- Develop and share new and best practices in teaching, learning, assessment and other aspects with colleagues.
- Interview prospective students.
- Support newly qualified teachers.

#### **Development of Curriculum**

- Develop and share subject pedagogy within team to maintain currency and accuracy
- Prepare and make available specified course planning documentation and own resources.
- Contribute to timetabling arrangements

#### **Evaluation of Curriculum**

- Review course content and resources to maintain currency and accuracy with qualification requirements and client needs.
- Review and evaluate course performance and contribute to improvements.

PERSON SPECIFICATION – HSFC Lecturer 2 (History & Politics) Post Reference: 6106

			ASSESSMENT METHOD			
	Essential	Desirable	Certificate	Application Documents	Reference	Selection Process
<b>Qualifications</b>						
Appropriate degree or equivalent/relevant vocational qualification	★		★	★		
Teacher qualification or commitment to work towards	★		★	★		
Assessor Awards or commitment to work towards	★		★	★		
Level 2 English and maths qualification	★		★	★		
Up to date Continuous Professional Development	★		★	★	★	★
<b>Experience</b>						
Evidence of collecting and acting upon data analysis	★			★	★	★
Successful experience of delivering high quality provision	★			★	★	★
Evidence of curriculum development	★			★	★	★
Breadth of curriculum experience and knowledge with the proven ability to produce high quality curriculum planning	★			★	★	★
Appropriate academic/vocational experiences	★			★	★	★
Experience of the quality assurance process, and liaising with awarding bodies	★			★	★	★
Evidence of collecting and acting upon data analysis	★			★	★	★
<b>Skills and Understanding</b>						
Demonstrate the ability to teach A level History and Politics	★			★	★	★
Good understanding of teaching and learning strategies	★			★	★	★
Excellent interpersonal skills	★			★	★	★
Demonstrate successful achievement within teaching	★			★	★	★

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**ASSESSMENT METHOD**

	Essential	Desirable		Certificate	Application Documents	Reference	Selection Process
Teaching incorporating ILT	★				★	★	★
IT Skills	★				★	★	★
<b>Personal Attributes</b>							
Suitable to work with children and young people	★			★ Criminal records check via DBS	★	★	★
Proven ability to interact effectively with all members of the college community (Parents, employers, staff, learners and stakeholders)	★				★	★	★
Good/Outstanding Teaching Observation Grade(s) with dates over the last three years	★				★	★	★
Demonstrable evidence of successful External or Internal Inspection outcomes	★				★	★	★
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★				★		★
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★				★		★
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★				★		