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Wedi ei ariannu gan
Llywodraeth y DU



coleg**sirgâr**



coleg**ceredigion**

CASUAL LECTURER

RECRUITMENT PACK

2022 - 2023



INSPIRING LEARNERS
FULFILLING POTENTIAL
ACHIEVING EXCELLENCE

POWERED BY
LEVELLING
— UP —

WEDI'I YRRU GAN
FFYNIANT
— BRO —

ROLE SUMMARY



Job Title

Casual Lecturer



Salary

Associate Lecturer
£22,904 rising to £27,029
Lecturer (Qualified)
£29,162 rising to £41,915
pro rata



Hours Per Week

Casual Hours



Contract

Casual Contract -
Temporary until 31st
December 2024



Location

To be confirmed



Annual Leave

46 days holiday, plus bank holidays
and five closure days which totals at
59 days holiday per year

THE COLLEGE

Over 10,000 learners study at the College, with around 3,000 studying full time vocational diplomas or tertiary A level provision. There are over 1200 apprentices funded through the 'B-WBL' Work Based Learning (WBL) consortium and over 900 higher education learners registered with the University of Wales Trinity Saint David (UWTSD). The College has a turnover of around £40M (Coleg Sir Gâr £34M and Coleg Ceredigion £6M). FE accounts for approximately £20M, HE £5M, WBL £4M and other activities (including trading, projects, research & EU funding) £11M. The trading income includes the operation of a 700 acre commercial dairy farm with a 900 strong dairy herd. The College has excellent accommodation and specialist facilities on many of the campuses which include a farm campus at Gelli Aur, Llandeilo, and Carmarthen School of Art which has a history in the town dating back to 1854. The College's headquarters are located at Graig Campus, Llanelli, where a £4M Innovation and Performance centre is currently being built alongside a newly establish full size 3G pitch. Ambitious plans are also in place to redevelop the College's Pibwrlwyd campus at Carmarthen with the support of Welsh Government. At Ceredigion, a project is currently underway to improve students' social and learning spaces. The College is at the forefront of promoting skills and employability and leads the Inspiring Skills Excellence project for Welsh Government across Wales. Allied to this, the College has an excellent record of success in regional, national and World Skills competitions with learners reaching four World Skills finals in Calgary, London, Sao Paulo and Abu Dhabi since 2009.

The County of Carmarthenshire is part tertiary with four 11-16 partner secondary schools in Llanelli. The remainder of the County and the County of Ceredigion operate school VI forms. Excellent, nationally recognised, partnerships are established with both 11-16 and 11-18 schools across the region and over 1,000 school pupils access vocational provision annually. Coleg Sir Gâr and Coleg Ceredigion have been formally integrated since 1 August 2017 and from 2018-19 will be funded and inspected as one College. However, they remain separate legal entities with Coleg Ceredigion a wholly owned subsidiary of Coleg Sir Gâr. The colleges currently hold the Estyn quality profiles of 'Good' (Coleg Sir Gâr) and 'Adequate' (Coleg Ceredigion) resulting from inspections conducted in 2013.



YOUR BENEFITS



HOLIDAY ALLOWANCE

Support staff receive 28 days holiday per year, statutory bank holidays and 5 College closure days – you will also receive an additional 4 days holiday after 5 years' service.

As a lecturer, you will receive 46 days holiday, plus bank holidays and five closure days which totals at 59 days holiday.

Management Spine staff receive 37 days holiday, plus bank holidays and 5 closure days that total to 50 days per year

GENEROUS PENSION SCHEME



We operate an extremely generous pension scheme that ranges from 20% employer contributions to anyone on the local government pension scheme and 23.68% for those on the Teachers Pension Scheme.

LEARNING AND DEVELOPMENT



We have a focus and investment in the aspirations of both staff and students which fosters and empowers individuals to take ownership of their future. We have an award-winning professional learning and development programme open to all staff across the institution. Staff are always encouraged and supported to follow professional learning pathways which inspire curiosity, develop them as individuals and propel the institution to the forefront of educational success

WELLBEING



Coleg Sir Gar & Coleg Ceredigion are committed to the wellbeing of all students and staff within the college, as a result, we have various ways of supporting, celebrating and collaborating with colleagues across all campuses that include; wellbeing days, staff wellbeing pages and various other benefits.

FREE CAR PARKING



All employees benefit from free on-site car parking across all 7 campuses.

CYCLE TO WORK



We operate a cycle to work scheme to assist employees to purchase a bike and equipment.



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WHAT OUR COLLEAGUES SAY



DR ANDREW CORNISH CEO/PRINCIPAL,
COLEG SIR GÂR AND COLEG CEREDIGION

"Working in the FE sector allows you the opportunity to make a tangible difference and transform the lives of the next generation. Working in any capacity at Coleg Sir Gar or Coleg Ceredigion you will help to inspire learners, advance skills, create opportunities and ensure every learner achieves their potential."

"Brilliant team to work as a part of. Everyone is friendly and welcoming and the staff are incredible.

Such a valuable part of the South Wales community that represents Cymru in a positive and beneficial way to all those involved.

The company and its employees work hard to change the lives of those who invest time and effort into themselves and Coleg Sir Gar"

IT Support Employee

"I wish I'd started employment at the college straight away. By far the best employer I have worked for. Everyone is friendly, chatty & supportive of each other. Teams in the college are like family. Very transparent organisation. Fun, friendly atmosphere. Wouldn't want to work anywhere else."

Administration Assistant Employee

OUR VALUES & BEHAVIOURS

RESPECT

We will be:

- accepting of difference and provide opportunity for everyone to thrive;
- empathetic to each others' needs;
- courteous and kind to each other;
- supportive and care for each other;
- ready and willing to engage positively



UNITY

We will be:

- one team with a set of common goals and unified direction;
- mindful of our behaviour and language, and its impact on others;
- bilingual in our communication and engagement;
- integrated with our community and partners;
- transparent in all aspects of our work.



PROFESSIONALISM

We will be:

- honest and act with integrity;
- driven to provide outstanding education and customer service;
- open to receiving different views that inform our decision making;
- a learning organisation with a curious nature;
- sustainable in our planning and delivery.



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Casual Lecturer | Coleg Sir Gar & Coleg Ceredigion

Salary	£22,904 rising to £41,915 pro rata
Hours Per Week	Casual Hours
Contract	Temporary until 31 December 2024
Locations	To be confirmed
Reporting to	Innovation Manager

About the role

The College's Business Development unit has been awarded the contract to deliver Carmarthenshire's Shared Prosperity Fund to deliver Care and associated skills to adults and employees within our region.

The post provides an exciting and challenging opportunity for a pro-active and innovative teacher to play a major role in the delivery of care skill, training and qualifications at multi-site locations within Carmarthenshire that the Skills 24 project will deliver from.

The role is key to the successful delivery of our project targets and will support and monitor the outreach activity of community tutors, engaging with adults and developing skills.

Through this engaging and community focused environment, Coleg Sir Gar and Coleg Ceredigion will be at the heart of developing new skills and supporting those that want to improve existing skills.

Main Responsibilities

- Undertake the teaching, assessment and co-ordination of programmes of study leading to qualifications/certification
- Deliver bespoke learning with an innovative approach to engage with hard to reach adults within the community
- Liaise closely with the project coordinator to be reactive with delivery models to meet individual needs

Requirements

- Relevant degree or equivalent qualification
- Teaching qualification
- GCSE English and Mathematics at minimum Grade C or O Level equivalent
- Good literacy and numeracy skills and ability to communicate effectively at all levels both orally and in writing

Main Responsibilities

- Undertake the teaching, assessment and co-ordination of programmes of study leading to qualifications/certification within a minimum of one of the following areas:
 1. Numeracy skills (Agored Cymru Certificated)
 2. GCSE Maths
 3. Essential skills in Numeracy (Levels E3 to 2)
 4. Essential skills in Communication (Levels E3 to 1)
 5. Care Skills (Agored Cymru Certificated)
 6. Social Care Skills (Agored Cymru Certificated)
 7. First Aid (Highfield Qualification)
 8. Health and Safety Qualifications (Highfield Qualifications)
 9. Wellbeing (Various awarding bodies)
 10. Mental Health (Highfield Qualifications)
 11. Train the Trainer (Various)
 12. Retrofit (NOCN)
 13. Green Skills / Net Zero (Various)
 14. Certificate in Environmental Management (IEMA)
- Deliver bespoke learning with an innovative approach to engage with hard to reach adults within the community
- Liaise closely with the project coordinator to be reactive with delivery models to meet individual needs
- Contribute to project meetings feeding back progress and issues that arise
- Support with marketing and recruitment as required
- Liaising with Technical Support and/or Instructor/Demonstrators to ensure an effective and high quality resources are produced and shared with the wider team
- Develop a supportive environment that create a unique learner experience for the hardest to reach of our community
- Inspire and support successful candidate with progression on ‘train the trainer’ programmes as required

Generic Responsibilities

- Contribute to all forms of pedagogic work including classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and learner work placements. This will normally entail associated organisational administrative work, preparation and assessment, internal verification, learner targets and tracking, learner support and appropriate welfare and academic counselling responsibilities
- Contribute to the management of the curriculum within your programme area to include interviewing and guidance, induction, initial assessment, and meet targets on retention, attendance and successful completion

- Participate and contribute to aspects of curriculum development within the faculty, the college and with partner schools, other educational establishments, stakeholders and employers
- Be involved in and adhere to all aspects of the curriculum areas quality control systems and cycle including the internal verification/moderation of assessed work ensuring deadlines are met
- Contribute to the learning programme evaluation report and regularly update the quality development plan
- Execute the role of a Programme Co-ordinator eg. Learning Programme Co-ordinator, Course Leader where appropriate
- Participate in the assessment, recording and reporting of learners work and progress and to communicate and consult with parents / carers of learners and/or employers when required
- Where appropriate liaise with registry/examinations/campus office to effectively administer examinations and external assessments
- Where appropriate invigilate examinations and assessments
- Maintain good order and discipline amongst all learners inside and outside the classroom. Record and monitor this behavior in accordance with the college's systems and policies.
- Identify and report to an appropriate person any concerns relating to the safeguarding of learners or related at risk people;
- Adhere to the college health and safety procedures and protocols both on and off site, including educational visits protocols and procedures, where necessary completing and updating appropriate risk assessments in a timely manner;
- Participate in meetings which relate to curricular, quality, administrative or organisational matters;
- Participate in external and internal marketing and admissions activities, including open evenings, school visits, and learner interviews;
- Ensure the programme/course information you are responsible for is updated using the college database, website and produce suitable marketing materials;
- Communicate with the marketing department good news stories to maintain a high profile for your area and the college, including engaging with social media;
- Share collective responsibility as a member of the A Levels and Access Faculty for:
 1. developing and promoting the College's Strategic Plan;
 2. be aware of and contribute to achieving the benchmark targets for your areas of responsibility;
 3. providing information and advice to the faculty management team;

1. managing effectively and efficiently any resources allocated within an agreed budget;
2. developing a culture of bilingualism and Welsh medium within your curriculum;
3. contribute to the increase of commercial activity leading to less reliance on core funding;
4. ensuring, as a member of the Faculty area team, that appropriate steps are taken to:

- implement College policies and procedures with respect to equal opportunities;
- adhere to approved disciplinary and grievance procedures;

- Implement agreed measures to monitor and improve the quality of experience for learners;
- Represent the College at any local, national or international forum at the request of the Executive;
- Work with the Principalship, Executive and Faculty Managers to ensure that the College meets its aims and objectives, quality standards and performance targets;
- Fulfill the role of 'Personal Tutor' as indicated in the following section;
- Undertake such other relevant duties as may reasonably be determined by the Principal, commensurate with the grade, at the initial place of work, at other locations within the College, at outreach centers or even franchising commitments abroad.

Role of Personal Tutor

The tutorial group is a fundamental unit in the organisation of the College. Personal tutors, therefore, are of central importance in the delivery of the whole curriculum. It is expected that strong relationships will be developed within the tutor group, so that learners will grow in security and responsibility, develop good study and leisure habits, enjoy contributing to the life of the College and community, and acquire a capacity for sensible decision making.

Most staff will be allocated a group of learners whose areas of study will, as far as practicable, include the tutor's specialism.

Personal tutors will be expected to:

- Liaise with Learner Support in the operation of a coherent cross-College personal tutor system;
- Ensure that learners are enrolled for appropriate curricular experience;
- Complete and monitor the ISLA's to ensure accuracy;
- Regularly monitor, discuss and report on the progress of learners in the group on the basis of information provided by subject lecturers and learning programme leaders;
- Ensure that a full set of information (i.e; pastoral and qualifications) is created and regularly updated on each learner in the group;
- Ensure learners complete course monitoring surveys and feed into the Learner Voice programme;

- Compile learner progress reports as required and contribute to the work of learner IAPs;
- Monitor the attendance of learners in the group on the basis of the information provided by the College's register system;
- Adhere to the college learner disciplinary process when required ensuring the Gari system is updated and individual smart action plans are created and monitored;
- Consult with parents/guardians on learner achievement and progress;
- Regularly attend personal tutor meetings and CPD sessions;
- Be available for discussion with learners about personal welfare, and to refer learners to appropriate agencies inside and outside the College;
- Ensure that learners are fully aware of the College system of careers and Higher Education guidance;
- Prepare references for HE or employment and disseminate the information in a timely manner to the appropriate parties.

Performance Requirements

Professional Responsibilities

Adhere to Educational Workforce Council Wales Regulations 2015 and the College's Code of Conduct.

The duties and responsibilities of lecturing staff are of a professional nature, are wide ranging and will vary according to the experience and responsibilities of individuals.

It is therefore expected that:-

- You will be punctual and prepared for all your teaching classes.
- You will adhere to the college Respect and Equal Opportunities policies
- You have a responsibility to enhance the quality of the educational provision.
- You must endeavour to promote individual learner progression through the stages of learning and into employment or further study.

Continuous Professional Development

You are required to take part in continuing professional development in accordance with the College's policy which includes:

- A requirement to undertake 30 hours of continuing professional development every year (pro-rata for part time staff)
- Actively engaging in your staff appraisal / performance management and review process based on an assessment of individual and college needs

PERSON SPECIFICATION

Criteria	Essential	Desirable
A relevant degree or equivalent qualification	✓	
Teaching qualification		✓
GCSE English & Maths at minimum Grade C or O Level equivalent	✓	
Documented evidence of appropriate Professional Development	✓	
Relevant teaching experience		✓
A good understanding of relevant issues in post 16 education		✓
A proven track record of high levels of learner attainment		✓
Awareness of key performance indicators		✓
Evidence of innovative teaching and learning activities		✓
Evidence of effective tracking and monitoring of learner performance		✓
Experience of actively participating in the pastoral care of young people		✓
Good literacy and numeracy skills and ability to communicate effectively at all levels both orally and in writing	✓	

PERSON SPECIFICATION

Criteria	Essential	Desirable
Sound understanding of digital literacy		✓
Excellent interpersonal and organisational skills	✓	
Ability to work harmoniously with learners and colleagues	✓	
Ability to work under pressure and to tight deadlines	✓	
Excellent punctuality and ability to work flexibly	✓	
A current driving licence		✓
Willingness to drive a college minibus		✓
Willingness to contribute to develop extra-curricular activities		✓

PERSON SPECIFICATION

WELSH LANGUAGE SPECIFICATION

Welsh Oracy (Listening/Speaking) Level 1-4

Welsh Literacy (Writing/Reading) Level 1-4

NOTES

- As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- This job description is valid as at September 2023. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gâr and Coleg Ceredigion Appraisal Scheme.

Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.

Coleg Sir Gar | Coleg Ceredigion reserve the right to close this vacancy early, should we receive a high volume of sufficient applications. As a result, we advise all applicants to apply as soon as possible to avoid any disappointment.

APPLICATION GUIDE

HOW TO APPLY

It is advised that you read the job description and person specification thoroughly prior to completing your application. All decisions regarding shortlisting will be based on your application form and how you refer back to the job description and person specification. Coleg Sir Gar and Coleg Ceredigion will not make assumptions about you and your qualifications, therefore, it is vital that you refer your application to the essential and desirable criteria, whilst also listing your qualifications on your application form.

Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.

EQUALITY & DIVERSITY

At Coleg Sir Gar & Coleg Ceredigion, we inspire learners to fulfil potential and achieve excellence. To do this, we need the best employees to continue our culture of respect, unity and professionalism. We are proud to be an Equal Opportunity Employer and therefore welcome applications from all backgrounds and areas of the community to the college.

DISABILITY CONFIDENT

Coleg Sir Gar and Coleg Ceredigion are proud to be a disability confident committed employer. As a result, we ensure our recruitment process is fully inclusive and accessible to all, communicate and promote all opportunities, anticipating and providing reasonable adjustments, support existing employees who acquire a disability or long term health condition to stay in work, and offer an interview to disabled people who meet the minimum criteria for the job.



MORE INFORMATION

If you require a paper copy of our application form and job description, please email HRrecruitment@colegsirgar.ac.uk, or alternatively, call 01554 748000.

For an informal discussion about this role please email:

HRRecruitment@colegsirgar.ac.uk to schedule a convenient time to speak with our Recruitment Manager. Alternatively, you can call 01554 748159 to speak to us via phone. If you wish to apply for this position, please complete the college application form via our careers page, www.colegsirgar.pinpointhq.com.

Coleg Sir Gar, Graig Campus, Sandy Road, Llanelli, SA15 4DN - 01554 748000