



COURSE LEADER FOR NUCLEAR (SOUTHERN HUB)

JOB SPECIFICATION

Salary:	£29,496 - £35,763 per annum (+ £3,000 Nuclear Specialism uplift)
Working Hours:	37 hours per week, all year round, permanent
Area:	Construction, Automotive & Engineering
Reporting to:	Curriculum Manager
Location:	National College for Nuclear, Cannington Campus
Closing date:	12 Midnight, Sunday 9 December 2018

Bridgwater & Taunton College are looking for an outstanding individual to join our National College for Nuclear (NCfN) Southern Hub delivery team. You will be a motivated and enthusiastic professional, proactive student centred individual who can provide expertise to further enhance, teaching, learning, assessment and curriculum development.

This will include; designing, developing, assessing and delivering high quality training & educational activities. You must have subject expertise in one or more of the following areas with specialist knowledge gained through, applied industry practical experience, research activity or professional practice;

- Nuclear Engineering
- Mechanical Engineering,
- Electrical Control Engineering,
- Electrical Power

Existing training or educational sector experience would be an advantage, however we welcome applications from individuals without this experience as support and training will be given to the successful candidate. This position also holds the responsibility of managing team members and contribute to the college's expectations of quality ensuring academic health and successful course management. The ability to deliver high quality teaching & Training is essential.

Bridgwater & Taunton College will be the principal delivery arm of the southern hub, supported by its Energy Skills and Advanced Engineering Centres, the Construction Skills and Innovation Centre at Cannington, a new University Centre in Taunton, the South West Nuclear Hub for research and innovation at Bristol University, Nuclear South West in Bristol and Campus – EDF's unique national training centre at Cannington.

A £15m capital investment will provide a state-of-the-art nuclear training facility, including a virtual reality environment, a reactor simulator and computer-equipped training rooms; recreation and collaboration space; sports facilities and student accommodation.

Job Responsibilities
Teaching, Learning & Assessment
To deliver high quality teaching and learning across a number of related Programmes
To formally report on individual student progress through the College's quality systems and/or partner agreements
To produce and provide resources for students to enable more effective learning
To use and apply modern technology to enhance the learning experience for students (e.g. ILT, VLE, specialist software/resources)
Where applicable, to set, mark, record and feedback on student work/assessment, evidencing student progress and achievement, including internal verification as required
Complete one to one tutorials with learners providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate record, progress and outcomes on the ILP
Ensure the effective use of value added data and systems to plan and support individual learner progress across allocated courses/programmes/subjects
Prepare learner reports and contribute to parents' evenings and provide employers with progress updates as appropriate
Programme Management
To oversee the quality and development of the programme or programmes assigned to you, identifying areas for improvement and action where applicable
To act as the first point of contact for internal queries, issues and actions concerning the students on programme or for other programme related matters
To act as tutor for the programme or programme's where applicable and to act as the first point of contact for external persons such as parents and employers
To record and report on course / student Key Performance Indicators and other related matters via the College's quality assurance processes
To oversee the effective implementation of the internal verification process on the programme or programme's and to liaise with the external verifier over external quality checks where applicable
To ensure that programme course files are complete and current
To hold and take part in regular course team meetings where applicable
To ensure all students on programme are correctly registered for qualifications and to ensure achievements are recorded accurately

To ensure that marketing materials related to the programme or programmes are innovative, current and relevant

Contribution to the Department and Area Team

To attend and contribute to course team meetings, Department meetings, tutor and Area team meetings where applicable

To work closely with colleagues in developing and improving the current curriculum offer for programmes within remit

To partake in marketing and recruitment activities for the Department, including open evenings, school tasters and visits, student profiling for publications etc. These may occur offsite

Continuous Professional Development

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice

Identify sources of funding and contribute to the process of securing funds for own CPD, research or scholarly activities

Extend, transform and apply knowledge acquired from CPD inform teaching/research and appropriate external activities.

Develop and produce learning materials and disseminate the results of CPD, research or scholarly activities.

Make presentations at conferences or exhibit work in other appropriate events.

Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance learner experience

To ensure all CPD required of you and your delivery team are complete and updated as requested

Additional Tasks

To support and promote equality & diversity at Bridgwater College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices

To maintain and promote a healthy and safe environment at Bridgwater and Taunton College to ensure students, visitors and staff are safe from harm

To support and promote the safeguarding agenda at Bridgwater and Taunton College to ensure students, visitors and staff are safeguarded

To work closely with colleagues in developing and improving the current curriculum offer for programmes within remit

To partake in marketing and recruitment activities for the Department, including open evenings, school tasters and visits, student profiling for publications etc. These may occur offsite

Any other duties connected with the post as are reasonably required

Qualifications/Skills/Knowledge/Qualities

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively. The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

Candidates should clearly identify in their application the specific subject areas in which they feel they have expertise / experience from the above and in any additional subjects

Essential Criteria	How Measured
Hold a relevant qualification or possess substantial industry experience	Attainment certificates
Hold a teaching qualification/certificate or be willing to achieve this promptly	Attainment certificate / interview
Have a background in the Engineering, Technology, Science or Nuclear sectors	Employment history / personal statement / interview
Possess up-to-date and substantial subject knowledge and can demonstrate an eagerness to be involved in the continuing development of the area.	Attainment certificates / employment history / personal statement / interview
Have a passion and ability to support the diverse academic and personal needs of students and a strong desire to see all learners succeed	Personal statement / interview
Have strong team working skills and a desire to work collaboratively across the College	Personal statement / interview
Be an excellent communicator with highly developed interpersonal skills	Interview
Can engage with relevant technologies	Interview
Essential Criteria - Nuclear Specialism Uplift Only	
Hold a relevant Level 6 Degree or higher in Nuclear Engineering or Science	Attainment certificates
Minimum of 10 years successful proven track record of working directly in the nuclear industry	Employment history / personal statement
Be a Chartered Member of the Engineering or Science councils	Professional memberships

Desirable Criteria	How Measured
Hold a relevant Degree or higher level qualification	Attainment certificates
Experience of training and education in the Higher Education or Further Education sector	Employment history / personal statement
Have experience of curriculum management and delivery of Level 3 to 6 programmes	Employment history / personal statement
Can demonstrate proven leadership management and people skills	Attainment certificate / interview
Knowledge of professional membership routes	Interview
Can develop effective networks with relevant external organisations and represent the College	Interview

Application Forms

Fully completed application forms should be submitted online by **12 Midnight on Sunday 9 December 2018**. Please note that we are unable to accept CVs. To discuss the post in more detail prior to your application please contact our HR Department who will be happy to discuss the vacancy with you.

If this post is of interest, and you wish to be considered, please send a copy of your CV to the HR team. You can send you CV, along with any supporting documentation to jobs@btc.ac.uk.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **Monday 17 December 2018**. Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend a whole day assessment process. Candidates will be informed of the outcome at the end of the interview process.

The interview process will include;

- Microteach
- Individual interview(s)

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. Candidates will be informed of the outcome at the end of the formal interview process.

CONDITIONS OF EMPLOYMENT

Teaching Hours

This is a teaching post, and the total teaching hours will be 792 hours a year (based on the notional 22 hours per week x 36 teaching weeks). Depending on the programme(s) taught on, the number of teaching weeks may be higher or lower.

Working Hours

Normal working hours are from 8.30am to 5.00pm Monday to Thursday, and 8.30am to 4.30pm on Friday but some flexibility may be required to meet the needs of the business. This is an all year round post. Teaching may be scheduled to take place on up to 2 evenings per week.

Working Year

The working year of a Lecturer normally consists of 215 days of which 200 are on site, the difference being set aside for personal development. Of the 200 days on site, 180 days will be teaching, with the remaining 20 days being available for administration and staff and curriculum development.

Annual leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 35 working days, plus 8 bank holidays. Annual leave is scheduled for non-term time weeks e.g. October half term, Christmas, February half term, Easter break, May half term, July and August.

Christmas Closure

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Salary

The College's usual policy is to appoint new staff at the starting point of the scale, however the College will consider matching an existing salary (within the scale for the job) subject to proof of current earnings.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit/final salary scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

Equality & Diversity

Bridgwater College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs.