

KINGSTON MAURWARD COLLEGE

JOB DESCRIPTION

**Job Title: Military Preparation – Public Services Course Manager / Lecturer**

**Post Reference No: OAS18**

**Job Purpose:** To provide a high quality, inspirational and supportive teaching experience for all our learners on the Military Preparation Course (Protective Services) and Combined Cadet Force

**Reports to:** Head of Department – Outdoor Adventure, Sport and Public Services

**Grade/Salary:** The salary range for the post is £20,453 – £26,224 per annum which is 4b – 9c on the Lecturer’s Staff Salary Scale.

**Hours:** 37 per week with flexibility to meet business needs

**Status:** Permanent

**Functional Links With:** Other teaching, work based learning and support staff from the Outdoor Adventure and Sports Coaching department, Skills for Life Staff, College Support Staff and Safeguarding team.

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**Kingston Maurward is more than just a college.**

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset’s rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being ‘the place to go’ is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn’t get in, it’s just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

**We are looking for an inspirational, enthusiastic and highly motivated protective services lecturer, or experienced and qualified instructor from a related career field, to join our experienced teaching team and assist in developing our successful military preparation provision. You will be working with the head of department and other team members to deliver high quality teaching, learning and assessment to a wide range of full time and part time learners. The post would suits someone with a military or cadet forces background who has the experience, knowledge and skills to inspire and prepare young people for entry to the armed forces and provide them with an enjoyable, challenging and relevant learning experience that will help them achieve their career goals.**

**This post requires not only an experienced teacher with the ability to create engaging and challenging lessons but also a role model for aspiring young servicemen and women who has the personal qualities, values and standards that students can aspire to. Experience of working within the further education sector is desirable as are fitness and/ or outdoor adventure qualifications. You will preferably hold graduate or equivalent level qualifications in a related discipline and have sound administrative and organisational skills.**

**Main Tasks and Duties:**

* Prepare schemes of work, lesson plans and assessment plans to a high quality and mark assessments within the required timeframes, promoting academic achievement as an essential element of progression and promotion within the armed forces.
* To teach students attending full-time, part-time and short courses as directed by the Deputy Principal (Learning and Performance), Head of Department Outdoor Adventure, Sport and Protective Services and Sport and Fitness Course Manager.
* The post comes with a requirement to join the Kingston Maurward Combined Cadet Force as a Cadet Force Adult Volunteer with the opportunity to gain and build on existing qualifications through the Cadet Force. This role involves teaching cadets and students not only military skills but also a range of challenging, exciting, adventurous and educational activities to enable the development of personal responsibility, leadership and self-discipline.
* Deliver high quality practical sessions, including fitness and land based and water based outdoor activities such as navigation, climbing and kayaking, which help develop the qualities and characteristics that will help our students achieve their chosen career goals.
* Provide information, advice and guidance to students in regards to entry pathways and careers in the military, maintaining records of achievement and progress in fitness testing, career applications and workplace experiences.
* To conduct formative and summative assessments in line with college and awarding body procedures
* To continually strive to drive up success, stretch and challenge all learners and set and maintain high levels of performance at all times.
* Agree, set, share and monitor course performance targets with course team and students.
* Undertake teaching hours as contracted.
* Plan and review course content in consultation with colleagues within the ethos of continuous improvement and developing links with industry to ensure study programmes are relevant and focussed on career entry pathways and progression.
* Monitor the attendance, punctuality and academic progress for all aspects of students in your group providing them with access to any extra help they may require (eg learning support).
* Provide initial pastoral and welfare advice and guidance to students and signpost as required
* Operate in-line with College procedures, maintain contact with parents, guardians and employers, and report on progress where appropriate.
* Organise and conduct study tours as appropriate.
* Use the College disciplinary procedure in liaison with the Deputy Principal (Curriculum and Quality).
* Prepare for and assist in course internal verification and liaise with the Head of Department and External Verifier to ensure the effective validation of programmes.
* Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the College.
* To teach as required on all courses within the Protective Services Department. In particular, this will include teaching at Level 1 - 3.
* Working evening and weekends to cover parents evening, college interview days, course information, college open days and promotional activities.
* To help with marketing and events to help build commercial capacity.
* To promote and develop the good image of the Outdoor Adventure & Sports and Protective Services.

**Duties Expected of All College Staff:**

* To promote an active commitment to equality and diversity, PREVENT and British Values.
* To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
* To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
* To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
* To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
* All staff are expected to work the College Open day which takes place in June each year.
* To regularly review, adapt, and improve systems and procedures.
* Tosupport the College’s commitment to quality assurance including course review and self-assessment.
* Topromote an active commitment to the College’s approach to sustainability.
* To undertake an annual appraisal which clearly identifies targets for continued improvement.
* To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
* To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post**

**Person Specification:**

**Key**  A – Application I - Interview

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|  | **Essential** | **How identified\*** | **Desirable** | **How identified\*** |
| **Qualifications** | * Teaching qualification – or the willingness to work towards.
* Minimum level 5 qualification preferably in a related subject or equivalent professional qualification
* Good standard of GCSE’s grades 4-9 / A\*-C (or equivalent) inclusive of English and maths
* An appropriate first aid qualification – either First Aid at Work or ‘Appointed Person’ – or the willingness to work towards.
 | AAAA | * Degree in Public Services
* Other National Governing Body qualifications
* Management qualification
* Assessor and Verifier qualifications or Willingness to undertake IV training for relevant qualifications.
* Fitness training qualifications
* Hold a range of National Governing Body sports coaching qualifications.
* IT qualification
 | AAAAAAA |
| **Experience and Knowledge** | * Experience of teaching or instructing with military or cadet forces background
* Extensive and in-depth knowledge of military or cadet forces
* Have an exceptional Health and Safety record.
* Computer literacy with good knowledge of Microsoft Work, Access, Excel and Power point
 | AAAA | * Vocational teaching and assessing experience
* Knowledge of good course management practices.
 | A |
| **Skills & Abilities** | * Ability to work alone on- or off- site with a maximum group size of 8 students.
* Excellent administrative and organisational abilities.
* Ability to meet deadlines and prioritise workload.
 | IA/IA/I |  |  |
| **Personal Qualities** | * Ability to deliver practical activities (Fitness, leadership and teamwork and military skills sessions)
* To be an inspiring teacher.
* Track record of successful teamwork.
* Enthusiastic with ability to motivate learners.
* Willingness to challenge unsatisfactory performance of students.
 | A/IA/IA/III | * Good sense of humour.
 | I |
| **Other** | * Current driving licence.
 | A | * D1 Minibus driving licence.
 | A |

**Competencies Required of All College Staff:**

* Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
* A positive, ‘can-do’ attitude.
* Keen to embrace and deliver change.
* Self-directed with a high level of personal drive.
* Commitment to achieving excellence through continuous improvement.
* Enthusiastic with ability to motivate.
* Ability to problem solve
* Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
* Ability to contribute to achieving cultural change.
* Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
* Active commitment to equal opportunities

**Terms and Conditions:**

* This is a permanent appointment.
* The Contract of Employment will be based on the provisions of the Kingston Maurward Academic Staff Contract
* The salary for this post will be in the range of £20,453 – £26,224 per annum, academic staff scale 4b – 9c points, depending upon qualifications and experience
* 37 hours per week – Monday – Friday with flexibility to meet business needs
* The annual leave entitlement will be 35 working days to be taken during the period 1 September to 31 August plus agreed Statutory Bank Holidays and College closure days (pro rata for part time and fixed term appointments).
* The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
* The notice period will be three months on either side.
* Membership of the Teachers Pension Scheme is available.
* The appointment is subject to the College receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.
* The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
* If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

**Criminal Records – Disclosure and Barring Service check and Safeguarding Status**: At Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

# Kingston Maurward College considers itself a ‘specified place’ for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both ‘spent’ and ‘unspent’. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is ‘portable’ and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

**For an informal discussion about the post, please contact Anthony Ray on 01305 215070 during normal working hours.**

**Applications**

Please return the completed Application Form by email to recruitment@kmc.ac.uk or by post to: *HR Department, Kingston Maurward College, Dorchester, Dorset, DT2 8PY.*

**The Closing Date for Applications: Thursday 29 October 2020 at 9:00am**

**Proposed Interview Date: Monday 9 November 2020**

Applicants for this position must complete a college employment application form. **CVs will not be accepted.**

**Please add** **recruitment@kmc.ac.uk** **to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.**

For further details on application forms or the recruitment process, please go to our website [www.kmc.ac.uk](http://www.kmc.ac.uk). Alternatively, please contact the HR department by emailing recruitment@kmc.ac.uk.

**You will be asked to provide evidence of all the qualifications listed on your application form at interview.**

Kingston Maurward College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The College welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending please contact the College’s Human Resources Manager in order that alternative arrangements are made.

Kingston Maurward College reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College’s Website under “Work for Us” or you can request a copy by emailing recruitment@kmc.ac.uk.

**Following receipt of completed application forms, if you have not heard from the College within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).**

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| **Statement by appointed person:**(Section to be completed following offer of post to successful candidate)I am pleased to confirm my agreementto the terms, conditions and duties stated within this job description and agree to undertake the role of **Military Preparation – Public Services Course Manager / Lecturer** at Kingston Maurward College.**The College recommends that new staff join the DBS Update Service. This means that the DBS is ‘portable’ and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.** **Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.****Signed: ...................................................................................................................................................****Print Name (Block capitals): ...................................................................................................................****Date: .....................................................................................................................................................** |