

Appointment of Lecturer in Special Needs – Application of Number (2582)

Ballymena Guide for Applicants



Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott
Principal and Chief Executive

1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2017-18 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: www.nrc.ac.uk

2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

Vision

“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”

Mission

“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”

Values

Student Focused	Putting the student first in all we do.
Innovation	Challenging ourselves to be innovative and drive continuous improvement.
Collaboration	Engaging proactively with internal and external partners to achieve joint goals.
Inclusiveness	Promoting equality, diversity, transparency and opportunity.
Sustainability	Focusing on the long-term future of our College.
Development	Committing to ongoing development of our staff.

3. Job Description

Role: Lecturer in Special Needs

Reporting to: Assistant Head of Department

Job purpose: To provide quality teaching and learning opportunities within the specific areas outlined in the post in order to maximise the potential of every student and to undertake non-lecturing duties as appropriate.

Main Duties and Responsibilities

The College is in a developing situation and the responsibilities attaching to this post will necessarily change over time. Presently the successful candidate will be required to undertake the following duties:

- 1 Contribute to the development, organisation and delivery of the Special Needs curriculum across the College leading to the award of various qualifications relating to own specialism/s.
- 2 Attend meetings on matters relating to students, course co-ordination, management, assessment and development.
- 3 Participate in the marketing of and recruitment to courses, including the interviewing of students, attendance at parents evenings, prize-giving, open days, awards ceremonies and other similar departmental/college events.
- 4 Act as a course co-ordinator.
- 5 Undertake assessor and verifier duties.
- 6 Act as a class tutor to a group of students as required.
- 7 Participate in the student induction, monitoring and reviewing processes.
- 8 Contribute to the process of the requisitioning of equipment and consumables for the subject/programme area.
- 9 Establish links and ongoing liaison with industry, schools, parents, verifiers, inspectors and awarding bodies.
- 10 Contribute to the review and evaluation of the curriculum provision.
- 11 Manage, where appropriate, delegated budgets in an efficient effective and economical manner, adhering, in the process, to the “value-for-money” principle.
- 12 Contribute to College income generation strategies including the preparation of business proposals and project submissions relevant to Special Needs.

- 13 Complete all administrative tasks associated with this post.
- 14 Contribute to the College's quality procedures and participate in continuous professional development relating to Special Needs, as well as the development and updating of personal and teaching skills, including new technologies.
- 15 Deliver lecturing on other college campuses, including out-centres.
- 16 Perform those duties which are core to the teaching function as follows:
 - Produce schemes of work and lesson preparations
 - Setting and grading assignment work
 - Maintenance of student records, class registers and preparation of reports
 - Monitoring resources and their use
 - Liaising with external examiners, moderators and verifiers
 - Compliance with disciplinary procedures.
- 17 Contribute to the delivery of staff development training programmes for other teaching and support staff.
- 18 Provide general advice on Health, Safety and maintenance matters relating to equipment and accommodation within Special Needs.
- 19 Adhere to College Health and Safety policies and procedures.
- 20 Provide students/trainees with vocational/educational advice and guidance.
- 21 Organise and supervise work placements, if required.
- 22 Mentor students for competitions.
- 23 Comply with and actively promote College policies and procedures on all aspects of equality.
- 24 Provision of timely, accurate course and student data using appropriate College systems for data management.
- 25 Maintain and improve professional competence by CPD to demonstrate competence in Special Needs
- 26 Any other duties which are in accordance with the College Local Agreement for Lecturing staff and Annex 1 of the Lecturers Contract .

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to
Section 75 of the Northern Ireland Act 1998
and will be required to contribute to the implementation of
the College's Equality Scheme drawn up in accordance with this legislation.

4. Person Specification

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

Eligibility Criteria

1. Applicants must hold a minimum of a Level 5 qualification in a subject area relevant to the Special Needs curriculum, such as, Hospitality / Catering, Retail, Business or Communication Development, or Administration.
2. Applicants must meet the criteria for teaching Essential Skills Numeracy in Further Education in Northern Ireland as specified by the Department for the Economy <https://www.economy-ni.gov.uk/sites/default/files/publications/del/es-01-12-qualifications-required-to-deliver-essential-skills.pdf>
3. Applicants must meet the criteria for teaching in Further Education in Northern Ireland as specified by the Department for the Economy - <https://www.economy-ni.gov.uk/publications/fe-0112-qualifications-required-teach-institutions-further-education>
4. Applicants must have a minimum of 2 years relevant teaching experience of students with ASD, SLD, MLD and complex needs.
5. Applicants must have experience of teaching Essential Skills application of number.
6. Applicants must have access to suitable transport for business purposes to effectively discharge the duties of this post.

In accordance with the College selection procedures, the following eligibility criteria may be used should this vacancy attract a large number of applicants:

Desirable Criteria

1. Applicants must have a PGCE(FE) or equivalent qualification recognised by Department for Economy.

Essential Criteria

- Proven ability to impart subject knowledge and/or vocational skills at an appropriate level in a teaching context.
- Proven ability to work effectively as part of a team in the planning, implementation and completion of projects and schemes.
- Proven ability to analyse information in relation to developing new technologies and communicate this effectively with a range of stakeholders.
- Proven ability to motivate and enthuse self and others to meet deadlines and achieve targets.
- Proven ability to use a range of ICT.

5. Terms of Appointment

- This is a temporary post for one year.
- The salary scale for this post is £22,609 - £32,778. The successful applicant will be placed on the salary scale in accordance with College procedure.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

6. Recruitment and Selection Process

How to apply

To apply, please email completed application forms to jobs@nrc.ac.uk

The closing date for applications is **22 May 2018 at 1.00pm**. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - **CVs will not be accepted**.

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make

assumptions or take into consideration information known to them personally about any applicant.

Selection and Interview

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during June 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

Notification of Successful Applicants

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

Offer of Employment: Appointment Verification

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at www.nrc.ac.uk

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

Keeping of Records

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

Equality and Diversity

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

Further Information

Should you have any further queries about this selection process, please contact Claire Gardner on 02825 664231.