

Recruitment Information Pack

Lecturer – Core Skills (Bank Register)



Welcome from the Principal

The vision of Ayrshire College is to raise aspirations, inspire achievement, and increase opportunities and our aim is to create a dynamic and innovative College to serve the communities and businesses in Ayrshire. We work in partnership with businesses and key stakeholders to ensure we are focused on providing opportunities which meet demand in key industry sectors in Ayrshire and beyond.

Ayrshire College has a key role in helping to develop the economy in Ayrshire and beyond, by ensuring that students develop the right skills and positive attitudes to support the local, regional and national workforce needs.

The College offers a broad and balanced curriculum across Ayrshire, offering hope, inspiration and opportunity to the communities we serve. By harnessing the strengths and talent of staff from across all of our campuses, and with an ethos of continuous improvement, we provide the highest quality learning experience for our students.

The College has undergone a period of organisational review, which was implemented on 1 August 2014. As a result of this we are seeking curriculum staff with drive and enthusiasm to deliver our vision.

I am delighted that you are considering joining our successful team at this exciting stage of our development. Following review of our information pack, if you feel that your knowledge, skills and experience are suited to this role, and you are enthusiastic with drive and ambition, we would be very pleased to receive your application.

Thank you for taking the time to consider this career opportunity with us.

Heather Dunk
Principal and Chief Executive



Introducing Ayrshire College

Aims, Mission and Objectives

The vision of Ayrshire College is to raise aspirations, inspire achievement and increase opportunities. Raising the aspirations of our students and staff to set ambitious goals for their learning and future careers, complemented with the right support to enable them to achieve these, is a key aspect of our vision. The College also seeks to contribute to raising the aspirations of the people, communities and employers across Ayrshire, helping all to achieve the goals important for their success. As well as increasing opportunities for our students and staff, we will work with partners and employers to increase opportunities which will benefit the wealth of the regional economy and the wellbeing of local communities.



We have aligned the mission and vision of Ayrshire College with the strategic priorities of our partners, in particular to support the overarching ambitions of the three Community Planning Partnerships in Ayrshire.

Fundamental to achieving our ambitions is a culture which supports this and our values will underpin everything that we do.

Seven Star Ambition



In aiming to be a world-leading College, we have developed a simple approach of delivering a seven star service. Supported by staff and students, this concept reflects our stretching ambitions for the College:

1. To deliver excellence in learning and teaching
2. To have an excellent reputation locally, regionally and nationally
3. To nurture new and further develop excellent partnership working with employers and Community Planning Partners
4. To recruit and retain highly skilled staff and enable students to flourish in excellent learning environments
5. To be the college of first choice for students
6. To be the training partner of choice for employers
7. To demonstrate excellence in financial sustainability

Curriculum Portfolio



The curriculum portfolio is demand based to meet the educational requirements of learners across Ayrshire and the business community. The curriculum currently delivered supports the Scottish Government's focus on the 16-19 year old age group, and also reflects the requirements of older students, including adult returners and those accessing training or education for the first time.

College Campuses

Ayr Campus

The Ayr Campus includes the Dam Park Building, Riverside Building, and the Aeronautical Engineering Training Centre.



The Dam Park Building comprises a range of student services as well as multi-purpose classrooms, professional training kitchens and engineering and construction workshops.

The Riverside Building hosts IT suites, custom built studios for Creative Arts, Fashion workshops and Hair and Beauty salons.

The Aeronautical Engineering Training Centre includes an aircraft hangar which is home to a "Bulldog" light aircraft, a flight deck simulator, a wind tunnel and jet engines.

The campus also provides a Nursery, which offers high quality childcare facilities to staff and students.

Cumnock Campus

Facilities at Cumnock include multi-media suites, a hair and beauty salon, craft workshops, multi-purpose classrooms and a range of student services. The campus also hosts the LearnDirect Scotland Learning Centre, which offers a drop in facility for students and the public to access training in IT using self-help material and tutor support.

Kilmarnock Campus

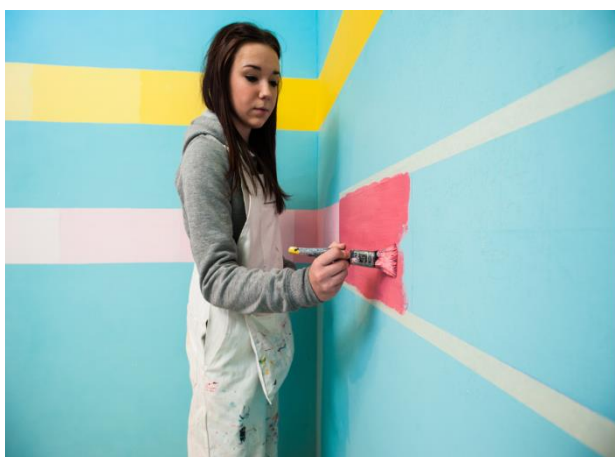
Kilmarnock Campus offers a range of curriculum programmes and also incorporates the Gallery Restaurant, The Hair Salon, Aqua Spa and Nail salons. The Campus also delivers a range of engineering and motor vehicle programmes and has developed strong partnership links with the engineering business community across Ayrshire.

The Kilmarnock Campus offers a full range of student support services to enhance learner journeys.

Kilwinning Campus

The Kilwinning Campus offers industry standard resources which include design studios, IT suites and hairdressing and beauty salons. The Campus also offers a nursery service, providing child care in a safe and stimulating environment with highly qualified and

Nethermains Campus



Nethermains supports a range of construction and motor vehicle courses and provides an industry standard environment to support student learning and teaching.

The Craig Centre

Horticulture and land management courses are based at the Craig Centre, Gatehead. Programmes delivered include tree surgery, and landscaping.

Townholm Campus (Kilmarnock)

Townholm Campus is home to our Centre of Sporting Excellence, which delivers a range of sport and fitness programmes. The Townholm campus also comprises a Trade Skills facility which supports Painting and Decorating, Bricklaying and Carpentry and Joinery.

Skills Centre of Excellence Irvine Campus (Irvine Royal Academy)

The Skills Centre of Excellence Irvine Campus is a new addition to Ayrshire College and opened in October 2014. The first part of the development of the Irvine Campus will see the delivery of Sport and Fitness and Health and Social Care courses. This campus will continue to develop over the academic term to provide other exciting opportunities in the future.

Ayrshire College Student Association Shortlisted for 2 NUS Scotland Awards



Ayrshire College Student Association (ACSA) have been shortlisted in two categories at the NUS Scotland Awards 2015 for Student Opportunities and Student Union.

The winners will be announced on Friday 20 March following the first day of the NUS Scotland conference in North Berwick.

The NUS Awards are a celebration of the work in student unions; from officers and staff to inspirational students and unsung heroes.

In the Student Opportunities category they will compete against Edinburgh Napier University, Strathclyde University and Queen Margaret University.

In the Student Union category they will go up against Glasgow Kelvin College, Glasgow Clyde College and Forth Valley College.

ACSA has been shortlisted in the Student Opportunities category for being instrumental to the organisation of many clubs within the College that have been designed to engage with the students and improve their college experience.

They have also been recognised in the Student Union category for ensuring their activities had a positive impact on students and the community, met the needs of its members and the democratic processes were used to make decisions open and inclusive.

Angela Alexander, Student President for Community Partnership at Ayrshire College said: "I am totally overwhelmed that the Student Association have been shortlisted in these two categories and believe that this is a great achievement in itself.

It's fantastic to see that the work we do alongside the student body is being recognised at a national level and is a great way to celebrate the success of our work over the last year."

All submissions will be put forward to the NUS UK Awards 2015 which take place in Liverpool on 21-23 April.

COLLEGE TO SHOW AYRSHIRE THE 'WEIGH TO GO'



Ayrshire College staff and students have teamed up with NHS Scotland to get trained up in their new 'Weigh to Go' weight management programme in order to provide quality nutritional therapy to the local community.

A dietician from the NHS, Marian McBride, has been guiding three lecturers and five HND fitness students through the training.

With the training now complete, they will be able to roll out a three month programme to all staff at the College to improve their fitness and help them to lose weight.

If that shows results, the programme will be used to help students and members of the Ayrshire community too.

As well as providing the training, the NHS has provided the College with resources worth £2,500 to help them to deliver the programme successfully.

Those eligible to undergo the programme must be aged 16 or over and have a body mass index (BMI) of 28 or above.

David Dougan is one of the Sport and Fitness lecturers who has completed the training and he said “The ‘Weigh to Go’ course content is excellent and Marian from the NHS has provided the staff and students with great knowledge that can be passed on to make a huge difference to so many people. It is an excellent partnership we have created with the NHS and we will continue it in the future by not only targeting staff, but we will target students and the local community in Ayrshire.”

Ayrshire College encourages people to join the LGBT conversation



Ayrshire College hosted Lesbian, Gay, Bisexual and Transgender (LGBT) Conversation Cafés at its three main campuses in February to celebrate LGBT History Month.

The cafés aimed to gain a better understanding of LGBT experiences in Ayrshire through discussions with LGBT and non-LGBT people.

Our first event was at our Kilmarnock Campus on 17 February, Kilwinning's session then took place on 19 February before Ayr rounded things off on 25 February.

At the Conversation Cafés, attendees were split into five different groups and worked their way around the following different topics: friends and family, health, community, education and access and opportunities. Each discussion was facilitated by a member of the Ayrshire LGBT Development Group.

The Ayrshire LGBT Development Group is a multi-agency partnership that works together to improve the lives of LGBT individuals living, studying and working in Ayrshire. The group has representatives from the councils, police, health, education and third sector organisations as well as LGBT specific organisations such as LGBT Youth Scotland and the Terrence Higgins Trust.

It is the first time an event like this has been held in Ayrshire. One participant said afterwards "I found it both interesting and very valuable! I came away feeling quite inspired after all the thought provoking information I gained. It was a great opportunity to do some networking too and I really hope we can keep in touch."

Sara Turkington, Equality and Inclusion Officer at Ayrshire College, represents the College in the development group and helped to organise the events. She said "I took the idea to the Development Group, and knowing their mission is to improve the lives of LGBT people in Ayrshire, hosting a Conversation Café presented a real opportunity to find out what it means to be an LGBT person living in Ayrshire.

"With that understanding, the Group could then take actions to better support the experiences of LGBT people. It was decided the College would host because we have campuses in each area of Ayrshire."

Tree-mendous effort from Craig Centre students

Green-fingered students at Ayrshire College's Craig Centre have been helping a not-for-profit social enterprise in their quest to plant 14,000 trees.

Eadha Enterprises are creating the new Wardlaw Community Woodland near Dalry and have been appealing for volunteers to help them on their ambitious mission.

A group of Horticulture students were keen to get involved and went along to the site - owned by Community Windpower – where they planted over one thousand willows and aspens in challenging conditions.

The project proved to be the ultimate work experience for the College's students, who normally work within five acres of land at the rural Craig Centre campus.

Ayrshire College lecturer Francis McCaughey said "It was a great experience for the students and they thoroughly enjoyed going out and taking part in such a major project. Giving these students real life situations to work on is an integral part of their course and they have taken great pleasure in planting the trees – even in blizzard-like conditions!"



Peter Livingstone from Eadha Enterprises said “The woodland will provide a new attractive landscape feature and wildlife habitat and will also be designed to have the potential to deliver local wood fuel, creating local economic benefits. The guys did a great job and we’re thankful for their efforts.”

Ayrshire College is holding an Open Door event at the Craig Centre on 28 March between 11am-1pm. Members of the public are welcome to attend to receive course information and go on a tour of the facilities.

Governance and Management Structure

Board of Management

The Ayrshire College Board of Management was created on 1st August 2014. The Board provides strong and effective governance and strategic leadership for Ayrshire College. The current members of the Board include:

- Willie Mackie, Chair of the Board of Management
- Wai-yin Hatton, Vice Chair of the Board of Management, Chair - Estates and New Campus Development Committee
- Heather Dunk, Principal and Chief Executive
- Barbara Graham, Chair - Learning and Teaching Committee
- Nicki Beveridge, Chair - Human Resources and Organisational Wellbeing Committee
- Tom Wallace, Chair - Finance Committee
- Alan Walker, Chair - Audit Committee
- Gordon James, Board Member
- Stephen Greenwood, Service/Support Staff Board Member
- Julie Bradley, Curriculum/Teaching Staff Board Member
- Angela Alexander, Student President – Community Partnership
- Emma Hall, Student President – Positive Wellbeing
- Sharon Graham, Student President – Learning and Teaching (Observer)
- Marie Macklin, Board Member
- Bill Costley, Board Member
- Dr. Robin J Northcote, Board Member
- Professor Alan McGregor, Board Member
- James English, Board Member
- Fiona Skilling, Board Member

Executive Management Team

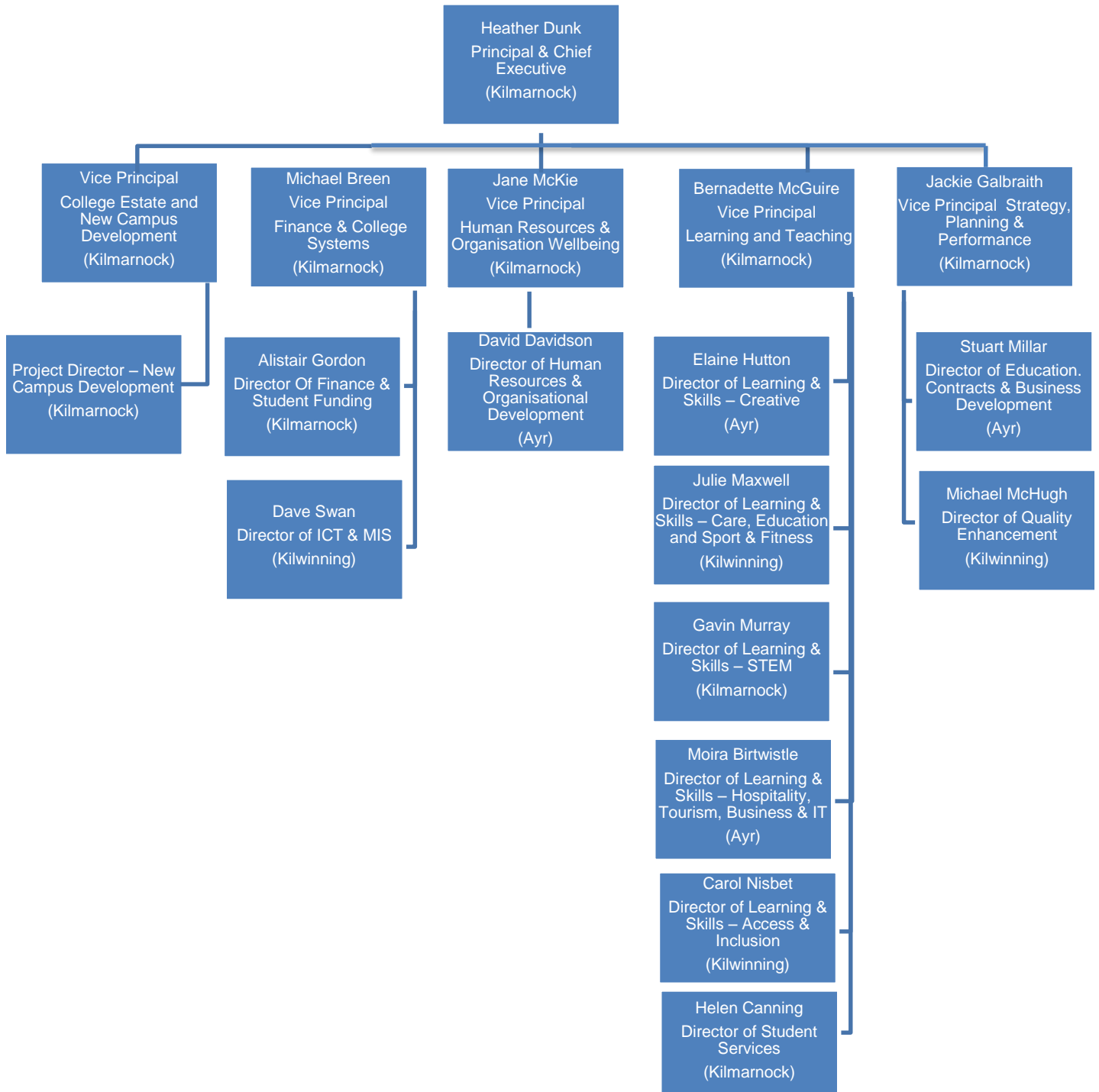
- Jane McKie, Vice Principal, Human Resources and Organisational Wellbeing
- Bernadette McGuire, Vice Principal, Learning and Teaching
- Michael Breen, Vice Principal, Finance and College Systems
- Jackie Galbraith, Vice Principal, Strategy, Planning and Performance
- Vacant, Vice Principal, New Campus Development and Estates Services

Senior Management Team

- Elaine Hutton, Director of Learning and Skills (Creative)
- Julie Maxwell, Director of Learning and Skills (Care, Education, Sport and Fitness)
- Gavin Murray, Director of Learning and Skills (STEM)
- Moira Birtwistle, Director of Learning and Skills (Hospitality, Tourism, Business and IT)
- Carol Nisbet, Director of Learning and Skills (Access and Inclusion)
- Helen Canning, Director of Student Services
- David Davidson, Director of Human Resources and Organisational Development
- Alistair Gordon, Director of Finance and Student Funding
- Dave Swan, Director of ICT and MIS

- Stuart Millar, Director of Education Contracts and Business Development
- Michael McHugh, Director of Quality Enhancement

Executive and Senior Management Structure



Recruitment Advertisement

Lecturer – Core Skills Access and Inclusion

Lecturer – Core Skills (Bank Register)

£31,481 - £37,576 per annum (pro-rata)

You will contribute to ensuring a positive learning environment which encourages active participation and enables all learners to achieve their full potential, through the effective learning and teaching of students by assisting in the development, delivery and assessment of relevant resources.

This will involve supporting the Curriculum Manager in the delivery of the department curriculum to the quality and standards required, through an integrated learning experience that supports the student journey and high quality learning and teaching experiences.

You will be qualified to an appropriate level in a relevant subject area, with relevant teaching and industry experience. A comprehensive working knowledge of Microsoft Office is essential, along with excellent motivational, communication and organisational skills. It is also desirable, but not essential, that you hold, or are working towards, a professional teaching qualification.

Informal enquiries to: Carol Nisbet, Director of Learning and Skills, by email in the first instance - carol.nisbet@ayrshire.ac.uk

JOB DESCRIPTION

1. JOB IDENTIFICATION

Post Title: **Lecturer**

Responsible to (Post Title): **Curriculum Manager**

Date: **May 2014**

2. PRINCIPAL JOB PURPOSE

To contribute to ensuring a positive learning environment which encourages active participation and enables all learners to achieve their full potential, through the effective learning and teaching of students by assisting in the development, delivery and assessment of relevant resources.

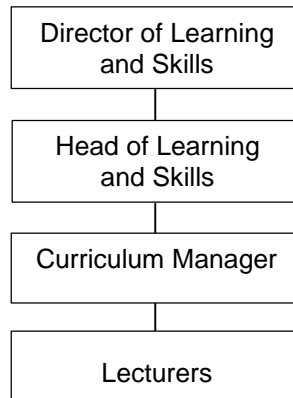
Supporting the Curriculum Manager in the delivery of the department curriculum to the quality and standards required, through an integrated learning experience that supports the development and enhancement of students, and establishing an ethos which is dedicated to the needs of the customer and delivers first class services to support the student journey and high quality learning and teaching experiences

4. JOB DIMENSIONS & CONTROL OF RESOURCES

The post-holder supports the strategic aims by providing students with the learning and teaching experience required to meet the awarding body standards.

The post holder has no budgetary responsibility or line management responsibility for staff.

4. ORGANISATIONAL RELATIONSHIP



5. MAIN DUTIES & RESPONSIBILITIES

Learning, Teaching and Assessment

Supporting the Curriculum Manager and contribute to the development of an innovative and dynamic curriculum which enables the College to deliver first class services to underpin the student journey, and high quality learning and teaching experiences, through:

- Preparing high quality learning, teaching and assessment resources.
- Ensuring that all learning, teaching and assessment is carried out in accordance with current unit specifications and regulations, and to the required standard.
- Providing timely and appropriate feedback to students in accordance with standards established in the College's Quality framework.
- Developing and maintaining schemes of work, records of work, student attendance and student performance.
- Maintaining appropriate professional standards, including confidentiality and effectively managing student/lecturer relationships.
- Participating in the College's student guidance process in respect of students allocated.
- Act as first point of contact in resolving issues relating to student grievances or discipline in accordance with the appropriate College policies and procedures.
- Participating in the development of new curriculum programmes to enhance the College's portfolio.

- Undertaking course and/or Subject Group Leader responsibilities as assigned by the Curriculum Manager.
- Support the development of the curriculum team through undertaking discrete projects as assigned by the Curriculum Manager.
- Support the development and delivery of commercial programmes in order to enhance the College's reputation as a provider of choice for the business community.

Quality Assurance

Delivering high quality and effective services, in accordance with robust governance principles, through:

- Participating in the moderation and verification of students' work.
- Participating in course monitoring and review.
- Participating in course evaluation and self evaluation.

Development and Review

Ensuring high quality and effective service delivery, by:

- Maintaining expertise in relevant subject areas and undertake programmes of continuing professional development.
- Ensuring that knowledge of the College's learning and teaching strategies is maintained. (i.e. strategies for Essential Skills; Learning, Teaching and Assessment.)

Working Relationships

Ensuring implementation of all College policies, procedures and regulations generally and with specific reference to quality enhancement, health and safety, management of risk, equality and diversity, and sustain an inclusive and supportive environment in accordance with College policy, through:

- Ensuring that health and safety procedures are maintained at all times within learning and teaching environments.
- Supporting the implementation of, and commitment to the College's vision, mission and strategic objectives.
- Participating in relevant Curriculum Area and College meetings as appropriate in order to enhance learning and teaching experiences.
- Promoting the College across the stakeholder spectrum, liaising and collaborating with external agencies, organisations and the community, and representing the College both locally and nationally, acting as an ambassador and role model in order to support the development of a culture based on shared values, vision and mission.

6. COMMUNICATIONS (Internal and External)

The post holder is expected to engage effectively with all students, customers, other College staff and external organisations/agencies.

Excellent communication skills, both oral and written, are essential to engage with all learners and to embrace a variety of learning styles to meet a wide range of needs.

7. ASSIGNMENT AND REVIEW OF WORK

The post-holder will function with a high degree of independence and autonomy within parameters agreed in conjunction with the Curriculum Manager. Work is demand driven and generated through the Curriculum area and customer activity. Work activity will also be assigned through the Curriculum Manager and the post-holder will also be responsible for leading on specific objectives arising through the Curriculum team.

Review of work will be undertaken in accordance with existing performance management arrangements, in the form of performance development and review.

8. KNOWLEDGE, SKILLS AND EXPERIENCE

Education

- Qualification to appropriate level in a subject area relevant to the specialist area (please refer to person specification document)
- TQFE/PDA/PGCE (desirable)
- ECDL (desirable)
- Relevant CPD within specialist area

Knowledge

- Attainment of knowledge and skill in accordance with requirements of the course/subject/level delivered.
- Knowledge of innovative approaches to course delivery and engaging with students from a diverse range of backgrounds.

Skills and Competencies

- Pedagogical Skills to an appropriate level specified by the Scottish Credit and Qualifications framework
- Ability to demonstrate innovation and creativity in the approach to learning and teaching.
- Excellent communication, organisation, presentation and interpersonal skills.
- The ability to manage challenging behaviours and to engage with all learners.
- A comprehensive working knowledge of the Microsoft Office suite.
- Demonstrable ability to produce work which will enhance the learning and teaching experience within the Sector.
- Demonstrate the ability to incorporate the principles of equality and diversity within the delivery of learning and teaching experiences.

Experience

- Appropriate level of relevant teaching experience within a College environment in one or more of the curriculum areas associated with the subject area in accordance with the requirements of the course, subjects and level delivered.
- Appropriate level of relevant experience in accordance with the requirements of the course, subjects and level delivered.

9. MAIN JOB CHALLENGES (Problem Solving, Planning and Creativity)

This is a demanding role which requires a sound knowledge of the curriculum area and the ability to respond positively to customer expectations.

In order to support the College quality enhancement procedures the post-holder is required to maintain an up-to-date knowledge of educational and workplace developments which affect the area of programme responsibility. Liaising with validating bodies, examining bodies, assessors, employers and external agencies you will undertake projects such as, marketing activity or attendance at meetings, as directed by the Curriculum Manager.

This role also requires creative delivery of lessons within the timetable to meet learning and teaching requirements.

10. WORKING ENVIRONMENT (Working Conditions and Physical Demands)

This section provides an overview of the working environment that staff may experience and does not describe the working environment on an ongoing basis.

Physical

- The post will involve classroom and office-based work, which may also involve the post-holder in some travel to external meetings.
- Keyboard skills for production of paperwork and reports
- Operation of a wide range of office machinery/equipment, including:
 - Personal computer for production of relevant documentation and use of e-mail;
 - Laptop and data projector for delivering PowerPoint presentations.
- Awareness of varying requirements whilst visiting students on placement , i.e. security, policies and procedures

Mental

- Frequent and intense concentration for prolonged periods at a time e.g. teaching, invigilating assessments, marking, attending meetings, analysing highly complex data to inform decisions and judgements, reviewing, checking and amending documentation.
- Frequent and constant interruptions, on widely varying issues which can result in immediate re-prioritisation of present workload.
- Intense concentration for long periods when preparing reports/materials.

Emotional

- Investigating and managing service complaints.
- Occasionally dealing with customers who present with challenging behaviour and overcoming barriers to understanding, especially when communicating contentious information.
- The ability to maintain professionalism and deal with conflicting views and not be provoked by challenging, hostile, confrontational or aggressive behaviour.
- The ability to deal with complex student's needs.

Working Environment

- Class room /office based/workshop/salon
- Requirement to travel to external stakeholders to support / assess students on workplace experience.

PERSON SPECIFICATION

Post Title: Lecturer (Core Skills)

Responsible to: Curriculum Manager

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none"> ▪ Qualification to Degree level or equivalent in a relevant subject area. 	<ul style="list-style-type: none"> ▪ TQFE/PDA/PGCE ▪ ECDL
Knowledge	<ul style="list-style-type: none"> ▪ Attainment of knowledge and skill in accordance with requirements of the course/subject/level delivered ▪ Knowledge of innovative approaches to course delivery and engaging with students from a diverse range of backgrounds. 	
Skills and Competencies	<ul style="list-style-type: none"> ▪ Pedagogical skills to an appropriate level specified by the Scottish Credit and Qualifications framework ▪ Ability to demonstrate innovation and creativity in the approach to learning and teaching ▪ Excellent communication, organisation, presentation and interpersonal skills ▪ The ability to manage challenging behaviours and to engage with all learners ▪ A comprehensive working knowledge of the Microsoft Office suite 	

	<ul style="list-style-type: none"> ▪ Demonstrable ability to produce work which will enhance the learning and teaching experience within the Curriculum Area ▪ Demonstrate the ability to incorporate the principles of equality and diversity within the delivery of learning and teaching experiences 	
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Appropriate level of relevant teaching experience within a College environment in one or more of the curriculum areas associated with Core Skills in accordance with the requirements of the course, subjects and level delivered ▪ Appropriate level of relevant industry experience in accordance with the requirements of the course, subjects and level delivered 	

Application Procedure

Please return your completed application form by Friday 27 March 2015 via email to ayrshirecollegcareers@ayrshire.ac.uk or alternatively to Human Resources, Ayrshire College, Ayr Campus, Dam Park, Ayr, KA8 0EU.

The College is an Equal Opportunities employer and in this respect it would be most helpful if you could complete and return with your application form the appropriate questionnaire. This questionnaire will be retained by Human Resources and will not be used in the selection process. Similarly, you are asked to complete the Criminal Conviction Declaration and return. The information given on this form will be treated in the strictest confidence. Both forms are incorporated within the College's application form.

We look forward to receiving your completed application form.

Please note that we do not accept CVs.

Please note that if you are shortlisted you will be advised within 4 weeks of the closing date.

If you have not heard from us by then you must assume that you have been unsuccessful on this occasion. If you would like to receive confirmation of this, then please do not hesitate to contact us.

We look forward to receiving your completed application form and thank you for the interest you have shown in the College.