Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:
Regulated Activity ✓ Specified Place ☐ Opportunity for contact with children ☐
DBS checks required:
Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ✓

Closing date for receipt of applications: Sunday 29 November 2026 at 23:59

Catering & Hospitality

Casual Facilitator

Variable hours per week, temporary position until July 2027

Post No.: RS26/27/103

Salary: £17.18 per hour (inclusive of holiday and bank holiday entitlement)

Responsible to: Director of Teaching Excellence & Industry Skills

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Supporting a range of college courses and programmes within the relevant curriculum area.

Objective of the job: as above

Candidates for the post of **Facilitator,** must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	A Level 2 qualification in a relevant subject (or currently working towards) Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing to work towards within 2 years) Level 2 in Numeracy (or willing to work towards within 2 years)	IT qualification Level 2 Equality & Diversity PTTLS/CTLLS (or willing to work towards in 2 years)	Application Form Certificates
Experience	Knowledge and experience relating to working within the specialist area	Experience in volunteering in the specialist area Prior experience of working within an FE College	Application Form References Interview
Knowledge and skills	Up to date skills in the relevant vocational area. Effective communication skills Effective organisational and co-ordinating skills		Interview References

	Essential	Desirable	Where identified
	Commitment to continuous development of customer service.		
Personal qualities, attitude and behaviours	Good interpersonal skills Ability to demonstrate initiative and flexibility To be orientated to service and efficiency. Commitment to flexibility. Emotionally resilient. Co-operative and loyal To be able to work as part of a team		Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

Our cultural behaviours

Constantly strive to improve…yourself, others and the group
Group over self…do what's right for the group
Pick up the litter…never be too big or too busy to do the things that need to be done
Communicate with kindness and clarity…be positive and constructive
The difference is in the detail…focus on the inputs and the outputs will look after themselves

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

a) To assist in / facilitate during various sessions within the relevant department.

b) To offer professional instruction, guidance and support.

c) To contribute to the assessment process, where appropriate, including assessment by direct observation.

d) To assist with the stock control within specialist field

e) To assist with classes as directed by Line Manager

f) To undertake appropriate professional development and updating

g) Any other duties, as requested by Line Manager

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

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Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

Last updated: September 2026