

Job Description

Post title: Sessional Tutor – Teacher Training

Responsible to: Curriculum Manager

Salary: £34.00 per hour including holiday pay

Purpose of Job:

To deliver courses within the College's Teacher training/development programmes and to provide inspiring, innovative and outstanding coaching and support to develop and improve teaching, learning and assessment across all areas of the college.

Main Duties and Responsibilities:

1. To deliver high standards of teaching and learning and to monitor assessment processes in accordance with awarding body requirements.

- To deliver on the Teacher Training programmes and targeted training programmes for teachers and trainers
- When necessary, to teach or observe learners teaching at weekends or evenings
- To contribute to undertaking observations of teaching and learning across the college as part of the college observation team
- To produce schemes of work, lesson plans, assessment plans, learning materials and any other related activities that impact on the effectiveness of learning
- To co-ordinate and maintain records of formative and summative assessments of learning
- To work pro-actively to forward the success and vision of the department

2. To be responsible for creating and maintaining a safe working environment

- To observe and keep aware of health and Safety documentation and procedures in line with College Policy
- To undertake classroom, task or workshop risk assessments if required
- Maintain and update a course file for each programme
- Undertake observations of learners on Initial Teacher Training programmes in a range of locations where learners teach

3. To ensure learners' individual needs are met:

- Assist in the identification of learners' individual needs and in the co-ordination of relevant support to meet their needs
- Monitor attendance and record learning progress using Individual Learning Plans
- Assist learners to set challenging targets to aid learning and personal development
- Ensure that learners have an opportunity to give feedback on their learning experience
- Evaluate the effectiveness of the course through the course review and evaluation process
- Act as a point of contact for communications to and from learners

4. To support the arrangements for recruitment and initial assessment

- Assess the attainment levels of learners in Literacy, Numeracy and ICT and use outcomes to inform planning and delivery

5. To ensure that individual learners' learning needs are met through the provision of:

- Learning support i.e. Literacy and Numeracy
- Learner Support (ALS)

6. To Plan and attend appropriate meetings with:

- External verifiers/moderators
- Other designated teams in order to implement effective quality improvement plans, and undertake marketing activity for the department where appropriate
- Course team members and to minute the outcomes of those meetings

7. Safeguarding Responsibilities:

- Demonstrate a commitment to promoting and safeguarding the welfare of all students at the College in line with College Policy
- To ensure that course team members comply with the Risk assessment procedures for trips, visits and work experience.

8. Other Responsibilities:

- To contribute to the implementation of Quality processes To participate in training activities both in College and at external locations in respect of the curriculum
- To participate in college appraisal and staff development
- To contribute enthusiastically to the work of the college, supporting and conforming to all college policies and corporate decisions
- To ensure all the required standards of health and safety and adhere to all college policies including Health & Safety, Equal Opportunities and Quality policies

- To undertake such other duties relating to the efficient and effective operation of the Programme Area consistent with the responsibilities of the post or as may reasonably be required from time to time by the Principal or Deputy Principal

This list is not exhaustive, and is only an indication of responsibilities.

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate at June 2017 but is subject to change and development in line with the needs of the College



The Camden College

PERSON SPECIFICATION – Sessional Tutor

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable
	Qualifications		
1	Degree or appropriate equivalent level qualification in relevant subject	✓	
2	Teaching qualification	✓	
3	Literacy and numeracy qualifications at least Level 2	✓	
	Experience		
4	Teaching in areas relevant to the subject	✓	
5	Delivery of a range of accredited and non-accredited courses		✓
6	Promoting equality and diversity through teaching learning and assessment	✓	
	Knowledge, skills and abilities		
7	Ability to deliver high quality teaching, learning and assessment to adults	✓	
8	Broad knowledge of subject area	✓	
9	A range of teaching, learning and assessment strategies	✓	
10	Understanding of the needs and interests of adults engaging in learning and of those who face barriers to employment	✓	
11	An understanding of the needs of diverse ethnic groups	✓	
12	Ability to support students' individual needs, enabling them to make progress	✓	
13	Able to speak one of the local community languages: Sylheti, Somali, French or other Asian, African or European language		✓
14	Able to communicate effectively to a broad range and diverse group of people	✓	
15	ICT skills sufficient to deliver e-learning and support organisational work	✓	
16	Proactive and self-motivated	✓	



The Camden College

APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please download the application form from our website www.wmcollege.ac.uk. Once you have completed your application form, you can either email it back to recruitment@wmcollege.ac.uk or send it by post to:

HR Department
WMC – The Camden College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date

5pm Thursday 30 June 2017

Interviews and Assessments

To take place in July 2017

Further information

To find out more about this role, please contact recruitment@wmcollege.ac.uk



EMPLOYEE BENEFITS PACKAGE

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Childcare voucher scheme
- Cycle to work scheme
- 50% discount on College classes (terms and conditions apply)
- Employee Assistance Programme
- Death in service benefit insurance (providing 2 x salary cover)
- On-site café
- Family friendly HR policies