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**Job Description**

**VT in Cake Baking**

**Merton Adult Education**

**The role**

The post holder will be required to teach adult learners across different levels to ensure that they are able to achieve success in their Cake Baking courses. The courses are held daytime, evenings and Saturdays.

**Responsible to:** Curriculum Manager

**Main Purposes and Responsibilities**

The main purpose of the role is to:

* Deliver varied and effective teaching and learning sessions in which all members of the group are respected and able to participate.
* Develop course objectives using effective course and lesson plans designed to monitor learners’ progress.
* Prepare course plan(s) in accordance with any external or College set syllabuses, and deliver the agreed learning outcomes by the end of the course. Wherever possible, consult with learners on their learning needs.
* Prepare lesson plan(s) showing content, activities and timing and prepare learning materials for each session as appropriate.
* Assess and help learners to assess their own learning throughout the course and to help them evaluate their achievement and the quality of the College services at the end of the course.
* Keep accurate and legible records in the course register of attendances, withdrawals and destinations.
* Cover, as required, for other teaching staff (to be paid at appropriate cover rate of pay).

**General Duties**

The post holder will assist with or undertake the following:

* To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
* To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
* To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
* To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
* To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
* Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

### Salary scale: £: 21.17 to £38.22 per hours

**Person Specification**

**Job Title**

**Person Specification, Experience and Qualifications**

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|  |  | **Essential** | **Desirable** |
| 1 | Have a sound knowledge of Cake Baking | ✓ |  |
| 2 | Have successful teaching experience and/or a teaching qualification or substantial relevant professional experience | ✓ |  |
| 3 | Possess a qualification or can demonstrate a professional background in the field of Cake Baking | ✓ |  |
| 4 | Possess a teaching qualification or be willing to obtain one within an agreed time | ✓ |  |
| 5 | Working knowledge from a Cake Baking background | ✓ |  |
| 6 | Good level of computer literacy  | ✓ |  |
| 7 | Able to work under pressure and to strict deadlines | ✓ |  |
| 8 | Able to use initiative, organise and priorities | ✓ |  |
| 9 | Able to identify and implement improvements in existing systems | ✓ |  |
| 10 | Able to communicate effectively at all levels | ✓ |  |
| 11 | Commitment to establishing and maintaining good working relations with colleagues and students | ✓ |  |
| 12 | Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults | ✓ |  |
| 13 | Commitment to the provision of a quality service and the implementation of quality improvements | ✓ |  |
| 14 | Commitment to valuing diversity | ✓ |  |
| 15 | Able to work flexibly throughout the week/over the year by prior agreement | ✓ |  |