

**Job Description**

**Visiting Teacher (hourly paid) in English and or Maths**

**School of English**

**The role**

To teach learners from our off-site programmes at their places of employment, ensuring a high level of achievement of their English and maths qualifications.

**Responsible to:** Curriculum Manager / Deputy Head of School

**Main Purposes and Responsibilities**

The main purpose of the role is to:

Teach Functional Skills English and/or maths lessons at Entry Levels, Levels 1 and 2 in our off-site programmes and/or apprenticeships.

Deliver varied and effective teaching and learning sessions in which all members of the group are respected and able to participate.

Prepare course and lesson plans in accordance with any external or College set syllabuses, and deliver the agreed learning outcomes by the end of the course.

Monitor and track learners’ progress through use of effective assessment strategies that will ensure high achievement rates.

Maintain accurate and timely records of attendance and achievement in line with College targets.

Work collaboratively with the Curriculum Manager and the Deputy Head of School in setting up classes, enrolment and improving learner retention.

**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**

**Visiting Teacher (hourly paid) in English and or Maths**

**Person Specification, Experience and Qualifications**

| **Personal Skills Characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| * Experience in delivering good or outstanding Functional Skills lessons from Entry level to Level 2. | ✓ |  | A |
| * Experience working in off-site provision | ✓ |  | A |
| * Experience working to meet Awarding Organisations’ standards | ✓ |  | A |
| * Teacher training qualification such as PGCE, CertEd. DTLLS, DET or equivalent | ✓ |  | A/I |
| * Level 5 specialism in English and or maths or equivalent | ✓ |  | A/I |
| * Educated to degree level or equivalent |  | ✓ | A |
| * Working knowledge of the English and or maths curriculums | ✓ |  | A |
| * Able to plan lessons and use a range of techniques appropriate to learners from diverse educational backgrounds. | ✓ |  | A |
| * Able to work under pressure and to strict deadlines | ✓ |  | I |
| * Able to use initiative, organise and prioritise | ✓ |  | I |
| * Able to identify and implement improvements in existing systems | ✓ |  | I |
| * Able to communicate effectively at all levels | ✓ |  | I |
| * Commitment to establishing and maintaining good working relations with colleagues and learners | ✓ |  | I/R |
| * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults | ✓ |  | A/I/R |
| * Commitment to the provision of a quality service and the implementation of quality improvements | ✓ |  | I/R |
| * Commitment to valuing diversity | ✓ |  | I/R |
| * Acceptable Professional Appearance | ✓ |  | I/R |
| * Able to work flexibly throughout the week/over the year by prior agreement | ✓ |  | I |