



OAKLANDS COLLEGE

Staff Bank - Lecturer in Photoshop

2 hours per week, 6 week course
£22.84 per hour (inclusive of holiday pay)
Teachers' Pension Scheme
St Albans Campus

Have you got a skill you could teach to others to improve the quality of their lives?

The Adult and Community Learning team offer a wide range of leisure courses in The College and community settings. If you can cook, speak a language or use an iPhone you will find an enjoyable, fulfilling role within our team.

What's in it for you?

We can help you gain a recognised teaching/training qualification whilst you teach.

Our rates of pay are competitive and we have a bespoke team to support you in all aspects of your work at the college. We can help you with career progression if you'd like to explore other roles at the college.

A Level 3 Award in Education and Training is desirable.

We are currently looking for:

- Lecturer in Photoshop

Please note that we will not be accepting CV's for this role. If you would like to apply, please complete an application form and submit through FE Jobs or send directly to lara.oluwole@oaklands.ac.uk

Closing Date: 13th December at 23:59

Interview Date: TBC

Job Description

OAKLANDS COLLEGE

JOB DESCRIPTION

CAREER FRAMEWORK Teaching and related

JOB TITLE Community Teacher

REPORTING TO Director of Faculty

SUMMARY OF POST

To provide professional teaching and learning services to students as contracted, with appropriate support.

KEY RESPONSIBILITIES

To:

- Deliver courses as nominated by the Manager and carry out all associated course administration including learner amendments
- Produce schemes of work and lesson plans in advance and prepare teaching materials/resources for all teaching;
- Mark and assess student work promptly, accurately and objectively
- Be responsible for learner progress, including setting and monitoring of learner targets (RARPA);
- Comply with quality standards including undertaking internal verification work;
- Guide students toward extra support services in college;
- Prepare reports for external parties, for example, parents, employers, training agencies;
- Contribute to and attend meetings, events and working parties as requested;
- Ensure statistics for learner attendance and achievement are monitored and acted upon when necessary;
- Complete learner registers accurately and on time

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA

RECRUITMENT- shortlisting criteria

- Holds the minimum of Level 3 subject specialist qualification or professional training qualification where appropriate
- OR 3 years relevant experience in the subject specialism where required

ESTABLISHED

- passed probationary period successfully,
- has passed the Level 2 qualification in English,
- has passed the Level 1 maths and Level 1 IT or equivalent College assessment
- Working towards Level 3 Award in Education and Training

EXPERIENCED AND QUALIFIED

- Achieve Teacher Qualification at level 3 – Level 3 Award in Education and Training or equivalent
- Achieve yearly target of 30 hours for full-time teachers and a minimum of 6 hours for part-time teachers
- 2 year's teaching experience
- Consistently good observation grades
- Good success rates appropriate to relevant course

DEVELOPMENT

- To demonstrate College Values and Behaviour

Career Framework Teaching and related

Job Title Community Teacher

PERSON SPECIFICATION

(to be assessed at interview stage)

PERSONAL ATTRIBUTES

- ability to work well with students of all backgrounds
- ability to work both collaboratively with colleagues and on their own initiative

- a flexible and solution-focused approach to work
- drive and passion to implement curriculum developments

SKILLS AND EXPERIENCE

- effective organisational skills (self and workload)
- extensive knowledge of own subject area
- (in addition to teaching ability) effective verbal and written communication skills
- proficiency with software needed in role
- Experience of working with people in a learning environment

Date approved

Date reviewed 23.11.10

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.