### London Borough of Bexley

###### Job Description

**Management Grouping: Education to Employment**

**Department/Section: Learning & Enterprise College Bexley**

**Job title: Part-time sessional tutor**

**Reports to: Relevant Curriculum and Quality Manager (CQM) or Programme Manager (PM)**

**Purpose of the job**

* Planning and delivering teaching, learning and assessment in line with external syllabi or College-agreed curricula including appropriate and timely completion of associated documentation such as course outlines, schemes of work, lesson plans, ILPs and progress records.

**Main Accountabilities**

* Write course outlines, interview potential students and conduct initial and diagnostic assessments.
* Undertake course planning in consultation with the Senior Manager responsible for TLA and the relevant C&QM, including submission of scheme(s) of work and lesson plans and sharing these with other team members.
* Establish a purposeful learning environment in which diversity is valued and students feel safe and confident.
* Set challenging teaching and learning objectives that are relevant to the course and needs of students.
* Manage the learning process effectively, guiding and supporting students, differentiating teaching to meet the needs and interests of students and ensure that students are appropriately challenged and supported.
* Agree individual learning plans with students including SMART course and personal targets, monitor and review them regularly and provide meaningful medals and mission type feedback to students.
* Develop resources to support both classroom-based and flipped, independent, out-of-classroom learning making use of digital technology and the College VLE.
* Plan additional support for students liaising with the Student Support Adviser, as necessary.
* Plan opportunities for students, with other staff where relevant, to learn in out of classroom contexts such as placements, volunteering, visits to the library, museums and employment-based settings etc.
* Systematically assess students’ work giving timely and developmental feedback on progress to support students as they learn.
* Involve students in reflecting on, evaluating and improving their own performance.
* Keep accurate records of punctuality, attendance, assessment and learner progress making reports as required.
* Keep up to date with internal and external assessments and examinations, including the keeping of appropriate records and completion of returns.
* Assist with internal and external assessments, exams and standardisation.
* Comply with LECB Quality Improvement Framework and the Transformational and Inspirational TLA Framework and work with the relevant Curriculum and Quality Manager on a personal improvement plan to maintain or improve performance to outstanding.
* Work collaboratively with the Careers Service Team to ensure learners receive effective information and advice on progression to further study, employment and into volunteering.
* Regularly review and evaluate course and own performance with the TLA manager and effectively and actively engage on the College’s Observation of Teaching, Learning and Assessment (OTLA) process
* Contribute to course team meetings sharing best practice.
* Undertake Health & Safety, Equality & Diversity, Safeguarding, Prevent and Data Protection/GDPR training, maintaining awareness of key risk issues within the curriculum area and escalate any concerns to the relevant member of staff.
* Comply with the Professional Standards for Teachers and Trainers in Education and Training

**Person Specification**

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**Job title: Part-time sessional tutor**

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| **Selection Criteria** | **Essential/**  **Desirable**  **(E/D)** | **Selection Method (See Key)** |
| (a) **Education and Formal Training**   * First degree or equivalent * A qualification at least one level higher than the course to be taught * A fully recognised teaching qualification, or willing to work towards one within the first year of teaching at LECB | **E**  **E** | **A**  **A** |
| 1. **Relevant Technical Experience and Knowledge**   Demonstrable experience of:   * Experience of ongoing professional updating and development in relevant fields. * An interest in and an understanding of the learning needs of students at this level. * Excellent subject knowledge * An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with students. * An awareness of safeguarding and how it relates to the work of this post in an Adult Learning Institution. * Experience of teaching the relevant subject(s) to students of varying ability and level. * Experience of preparing students for formal assessment and exams, if proposing to teach accredited provision * ICT literacy, including experience of using ICT in the classroom. * Experience of using a VLE to enhance teaching, learning & assessment. * Excellent classroom skills with the ability to employ a range of teaching strategies and to support students in the promotion of active learning. * Experience of successfully supporting students’ progress through tutoring. * Experience of embedding English, maths, British values, safeguarding, H&S, E&D, and employability/enterprise in the courses taught. | **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D** | **A/I**  **A/I/As**  **A/I/As**  **I/s**  **I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I/As**  **A/I/As** |
| 1. **Relevant Skills & Abilities**  * An ability to design, develop and deliver high quality teaching materials. * The ability to teach enthusiastically and professionally, with effective classroom management. * The ability to effectively plan and develop differentiation within lessons. * Good interpersonal skills and written and oral communication skills. * Good organisational skills and high attention to detail. * The ability to work effectively as a team member. * The ability to maintain records and produce relevant documentation as required.   English Language Requirements for Public Sector Workers:   * Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. * Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. * Ability to listen to customers and understand their needs. * Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **A/I/**  **A/I/**  **A/I**  **A/I**  **I/As**  **I/As**  **I/As**  **I/As** |