The Camden College

Job Description

Post title: Sessional English Tutor

Responsible to: Curriculum Manager

Salary: £29.06 per hour including holiday pay

Purpose of Job:

To deliver teaching, learning and assessment within a specialist area to the highest possible standard. To provide other support, advice and guidance and assessment to ensure the best possible student experience.

Main Duties and Responsibilities:

- To carry out all teaching duties to the highest possible standard.
- To act as a personal tutor to a group of students
- To provide student assessments, reports and references as required.
- To participate in college appraisal and staff development.
- To contribute to college curriculum development
- To participate in any arrangements required to facilitate college inspection.
- To contribute to, support and provide information necessary for the effective administration of the course/subject and/or student support.
- To participate in the college self-assessment process and contribute to the college performance indicators.
- To complete all necessary record keeping
- 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 2019 but is subject to change and development in line with the needs of the College

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PERSON SPECIFICATION – Sessional Tutor English

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	Teaching qualification (PGCE or equivalent) with English Subject Specialism	✓	
2	Literacy qualification at least Level 3, numeracy qualification at Level 2	✓	
	Experience		
3	Teaching English to adult learners	✓	
4	Promoting equality and diversity through teaching learning and assessment	✓	
5	Successfully preparing adult learners for functional skills exams	✓	
	Knowledge, skills and abilities		
6	Ability to deliver high quality teaching, learning and assessment to adults	✓	
7	Broad knowledge of subject area	✓	
8	A range of teaching, learning and assessment strategies	✓	
9	Understanding of the needs and interests of adults engaging in learning and of those who face barriers to employment	✓	
10	An understanding of the needs of diverse ethnic groups	✓	
11	Ability to support students' individual needs, enabling them to make progress	✓	
12	Able to communicate effectively to a broad range and diverse group of people	✓	
13	ICT skills sufficient to deliver e-learning and support organisational work	✓	
14	Proactive and self-motivated	✓	

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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:

Human Resources
Working Men's 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

22 July 2019

Interviews

Friday 26 July 2019.

Further information
To find out more about this role, please contact
Human Resources on: 020 7255 4728
or by email: recruitment@wmcollege.ac.uk

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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