

<b>Job Title:</b>	FE Tutor / HE Lecturer
<b>Department:</b>	Education
<b>Contract Type:</b>	Full Time
<b>Reporting to:</b>	Course Leader
<b>Responsible for:</b>	N/A
<b>Issue Date:</b>	September 2018
<b>DBS Check:</b>	Yes Enhanced

**Overall Role:**

Preparing and delivering engaging lessons for a designated subject area to support student success, engaging with appropriate development activities, training and research.

**Duties & Responsibilities**

- Deliver across the range of GCSE and Functional Skills courses offered by Confetti as required and appropriate
- Take part in planning and curriculum development activities for designated courses and modules
- Plan sessions in detail and prepare the appropriate planning and assessment paperwork to a high standard including the preparation of effective resources, incorporating research activity
- Keep up to date with practice in your subject area to inform delivery
- Keep up to date with pedagogical practice as appropriate to your delivery
- Provide and keep track of appropriate materials – e.g. project briefs, support materials, documentation and resources, etc. – electronically for students' continued use outside of class time
- Track student progress and assessments rigorously to help inform support and other interventions across Education teams
- Act as an effective personal tutor to students assigned to you, taking responsibility for pastoral care and motivation of your personal tutees
- Participate in effective moderation processes
- Participate in actions relating to raising achievement and student success, including extra-curricula activities, such as trips, visits and other events
- Monitor student attendance and punctuality and follow up as appropriate
- Respond to student feedback in order to enhance engagement in the subject area and support continual improvement
- Monitor student progress and provide support and intervention as appropriate to enhance student success
- Liaise with Additional Learning Support and the Student Support Team staff, regarding student support needs and progress and provide high quality tutorial support as necessary and appropriate

- Promote Confetti Media Group in a positive and enthusiastic manner, supporting the health of your team, for example through effective teamwork, mentoring and induction of new staff
- Work as part of the team and to contribute to the achievement of its overall objectives
- Fully engage with Confetti's safeguarding and equality and diversity processes and policies
- Engage with the CMG appraisal process, working to fulfil objectives set with your line manager

#### *HE Lecturer Specific*

- Comply with NTU processes and policies as required, including grading schemes, moderation, exam boards, training sessions, etc.
- Comply with and work to relevant HE regulatory frameworks, policies and legislation, e.g. QAA/OfS, NSS criteria, academic standards, level descriptors, etc.
- Actively undertake relevant academic research and keep up to date with practice in your subject area and incorporate as appropriate in your delivery.
- Undertake supervision duties for level 6 and level 7 students, as appropriate
- Contribute to actions relating to internal and external development processes, e.g. moderation, external examiner feedback, interim course review, PSR, DAG, course development validation, etc.
- Maintain membership and/or relationship(s) with appropriate professional bodies, to inform your delivery

#### *FE Tutor Specific*

- Comply with Access Creative College processes and policies as required, including exam boards, training sessions, etc.
- Comply with and work to relevant FE regulatory frameworks, policies and legislation, e.g. Ofsted, Awarding body specifications, processes and protocols (e.g. for Pearson, QRD and SV processes), etc.
- Maintain contact with parents of 16-18 year old students as appropriate, including taking part in parents evenings
- Contribute to actions relating to internal and external development processes, e.g. moderation, standards verifier feedback, course development validation, QRD, Ofsted, etc.

#### *General*

- Any other duties as deemed necessary to fulfil the post

<b>Knowledge, Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
• Educated to degree level or equivalent demonstrable experience	<b>HE</b>	<b>FE</b>
• Experience in teaching your specialist subject area or experience of working within the relevant industry	✓	
• Hold a teaching qualification or be willing to work towards one	✓	
• Up-to-date knowledge of the sector for your specialist subject area in terms of trends and developments	✓	
• Understanding of supporting young people and adults with specific learning/training needs		✓
• Knowledge of child protection and safeguarding policies and processes	<b>FE</b>	<b>HE</b>
• Experience in planning effective and engaging lessons		✓
<b>Skills, Qualities &amp; Abilities</b>		
• Excellent interpersonal skills	✓	
• Good team worker	✓	
• Ability to meet deadlines	✓	
• Excellent administrative skills	✓	
• Good ICT proficiency, in and out of the classroom	✓	
• Able to engage with people of all ages and abilities	✓	
• Able to motivate students and encourage participation.	✓	
• Able to design and deliver highly effective education/training	✓	
<b>Company Values</b>		
• <b>Excellence</b> - Always aiming to do what you do, to the highest possible quality.	✓	
• <b>Innovation</b> - Always striving to do what you do, in a better way.	✓	
• <b>Enterprise</b> - Self-motivated and ready to take on new challenges.	✓	
• <b>Integration</b> - Working effectively with two or more of CMG business' towards a common purpose.	✓	
• <b>Openness</b> - Operating cooperatively and decently in all situations.	✓	
It is a condition of employment that all employees comply with CMG employment policies detailed in the Employee Handbook, individual CMG policies, and Quality Procedures.		