

ROLE DESCRIPTION

ROLE TITLE:	Sessional Teacher
PAY RATE:	£23.40/hour
REPORTING TO:	Adult Learning Team Manager
LOCATION:	Franklin College, Grimsby
APPOINTMENT TYPE:	Hourly Paid. Teaching post. Part time.
DATE:	May 2016

ROLE PURPOSE:

The post-holder will report to the Adult Learning manager for the Adult Learning Team, and will be responsible for the planning, development and successful delivery of teaching and learning within the relevant Curriculum Area.

DIMENSIONS:

Direct reports:	None
Budget responsibility:	n/a

MAIN DUTIES AND RESPONSIBILITIES

Teaching Responsibility

1. To develop and deliver teaching and learning to meet student needs effectively and efficiently and thereby raise student participation and achievement.
2. Planning and preparation of courses and lessons within the course scheme of work.
3. Teaching according to the educational needs of learners assigned to classes, including the setting and the timely marking of work according to the scheme of work, the course assessment plan and working within College Guidelines to maximise learner achievement.
4. The monitoring and reporting of learner performance including reporting and follow-up of learner attendance (both on-programme and end of programme review).
5. Contribution to Course Development, Liaison with Partner Organisations and the Community, Resource Management and Quality Assurance.

In these roles and tasks the course teacher is responsible to the Adult Learning Team Manager and the relevant Curriculum Team Leader.

Course Leadership Responsibility

All Course Teachers will be allocated full or part course leadership, as appropriate to support the effective management of learning across the College. Course leadership may involve the following:

Course Development:

6. Development planning, assessment of accreditation options, resourcing, schemes of work, student course guides, student assessment plan, key skills development and assessment (as appropriate).

Liaison in Partner Organisations and the Community

7. Course promotion materials; open days; enrolment and student induction.

Resource Management

8. Timetabling, resource bidding, purchasing and deployment, health and safety in the learning environment.
9. Management and support for technical support staff.

Quality Assurance and Monitoring of Student Performance

10. Annual course self-assessment report (includes: assessment of student perception and annual review of recruitment, retention and achievement including value added assessment and monitoring of action plans).
11. Liaison with the examinations team with examination entries and assessment materials and information, e.g., project assessment, estimated grades for students.
12. Student performance indicators and student reviews.
13. Direct liaison with parents / guardians when appropriate.

In these roles and tasks the Course Teacher is responsible to the Adult Learning Team Manager and the relevant Curriculum Team Leader.

Whole College Responsibility (Membership of Teams / Task Groups)

The post holder will be expected to involve themselves in appropriate whole college teams.

In this work the post holder will report to the team leader.

Other Responsibilities

14. To ensure healthy and safe activities within courses
15. To ensure that college procedures for Welfare Health and Safety as stated in the college policy are correctly carried out in the curriculum area.
16. Contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm. Also, to contribute to PREVENT strategy and disseminate information to other staff and students as required by the College.
17. Work to promote and contribute to the College's Equal Opportunities Policy.
18. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College
19. Such other tasks directed by the Principal as may be necessary to ensure the continuing development of systems and service.

The hourly rate of pay will be £23.40 per hour and payment will be as per a signed timesheet.

PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter/Form	Interview	Assessment Centre	Other
Qualifications / Experience / Personal Qualities / Skills						
Honours Degree or equivalent qualification relevant to areas of teaching post		x	x			
Minimum level 3 qualification in subject being taught	x		x			
Evidence of continuing personal / professional development throughout career	x		x	x		
ICT skills to level 2 or above	x		x			
Assessor Qualifications or experience of assessment of vocational qualifications		x	x			
Teaching Qualification: Postgraduate Certificate of Education or equivalent (PTTLS, CTLLS etc)	x		x			
Job Knowledge and Experience						
The role of sixth form colleges and further education	x		x	x		
Knowledge and experience of the range of qualifications offered in ALT eg functional skills, QCF, NVQ, GCSEs etc. To include: Assessment methods; Course Development; Programme planning; National Bodies involved in Curriculum Development and Planning	x		x	x		
Experience of teaching a range of subjects offered by the College	x		x		x	
Experience of leading a course team in curriculum planning delivery; assessment and review.		x	x	x		
Experience of managing teachers / support staff including professional review		x	x	x		
Knowledge of funding methodology for Sixth Form Colleges and FE and current developments and understanding of its practice		x	x	x		
Experience of development planning and resource allocation		x	x	x		
Knowledge and understanding of post-16 OfSTED inspection .	x		x	x		
Knowledge and understanding of the College Quality Cycle and Self Assessment Reports	x		x	x		
Knowledge and understanding of Student Review and Target Setting Policy and Procedures for individual students and for curriculum areas.		x	x	x		

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter/Form	Interview	Assessment Centre	Other
Knowledge, skills and experience of the assessment and development of quality in Teaching and Learning, including observation of teaching and learning and staff development.		x		x	x	
Commercial work experience relevant to one or more college courses		x	x			
Work with examination boards		x	x			
PERSONAL ATTRIBUTES						
Ability to work with and motivate students and staff	x		x	x		
Ability to work effectively as a member of a team and with cross-college managers		x	x			
Ability to lead and support other staff		x	x			
Ability to use ICT to support management, planning and review activities	x		x			
Ability to contribute to wider college activities		x	x			
Sound organisation and planning skills	x		x	x		