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| **Job description** | | | | | | |
| **1** | | **Post** | **17.18HCO02** | | | |
| 1.1 | | Post: | Level 2 Certificate in Information, Advice and Guidance Tutor and Assessor | | | |
| 1.2 | | Programme area: | Community Outreach | | | |
| 1.3 | | Line Manager: | Tutor Co-ordinator | | | |
| 1.4 | | Location: | 1-10 Keeley Street, Covent Garden, London, WC2B 4BA  The post holder may be required to work at other locations. | | | |
| 1.5 | | Hourly Rate: | £34.40 per hour for teaching inclusive of pro rata holiday entitlement and preparation time.Plus £150 per learner for assessing (50% payment at start of assessment process, 50% payment on learner completion) | | | |
| 1.6 | | Dates and times of class: | 10.00-17.00: Wednesday, 28/02/2018 – 20/06/2018 | | | |
| **2.** | | Main purpose of the job | | | | |
|  | | To plan, teach and evaluate courses that meet the learning needs of students in the programme area. To assess learner knowledge and competence via portfolio and placement observation. | | | | |
| **3.** | | **Main activities and responsibilities** | | | | |
| 3.1 | | Undertake the teaching of a class or classes in the subject area, fulfilling any syllabus and accreditation requirements. | | | | |
| 3.2 | | Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer. | | | | |
| 3.3 | | Work co-operatively within the programme area team. | | | | |
| 3.4 | | Provide and work to a course outline, schemes of work, lesson plans and individual project briefs as required. | | | | |
| 3.5 | | Use ILT as appropriate to facilitate learning, prepare ILT and audio-visual equipment for classes with guidance and support from e-learning advisors. | | | | |
| 3.6 | | Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group. | | | | |
| 3.7 | | To assess learning and portfolio evidence, plan assessments, conduct observations and give feedback in line with QA good practice and working in partnership with workplace providers to develop relationships. | | | | |
| 3.8 | | Take responsibility for classroom administration, e.g. take registers and check students’ enrolment status etc. | | | | |
| 3.9 | | Keep up to date with subject knowledge and other issues relevant to the area of work. | | | | |
| 3.10 | | Advise students on progression routes to other courses etc. | | | | |
| 3.11 | | Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures. | | | | |
| 3.12 | | Attend relevant training / development events and meetings as required. | | | | |
| 3.13 | | Any other duties as appropriate to the post. | | | | |
| 3.14 | | Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care. | | | | |
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| 4. | **Selection criteria** | | | **Your application should show evidence that demonstrates that you:** | | |
|  | **Qualifications** | | | * Level 2 qualifications in both Literacy and Numeracy (or equivalent). * A qualification relevant to the subject being taught * A teaching qualification.   N.B. City Lit expects its teaching staff to be qualified to teach adults. We expect tutors who teach more than 50 hours a year to be qualified to Award in education and training (or equivalent). If you do not have the appropriate qualification you should be willing to obtain it within the timescales specified in City Lit’s Staff Development policy.   * Assessors to hold, or be working towards, a recognised qualification in assessment | | |
|  | **Work experience** | | | * Have experience of teaching adults in an area relevant to the programme area. * Relevant, current and sufficient occupational competence in Information, Advice and or Guidance | | |
|  | **Committed to City Lit’s success** | | | * Can inspire students to achieve * Can raise the profile of your course(s) at City Lit * Have an understanding of and experience of promoting equality and diversity * Understand and have experience of promoting safeguarding, health and safety as appropriate to the role | | |
|  | **Create an outstanding student experience** | | | * Have an understanding of and experience of promoting excellent customer care. * Can support students to overcome barriers to learning. | | |
|  | **Contribute to quality improvement** | | | * Can support the process of quality improvement and understand you role in it. | | |
|  | **Contribute to a positive working environment** | | | * Can communicate effectively and listen to others. * Can work in a collaborative way. | | |
|  | **Help their team produce outstanding results** | | | * Work effectively as part of a team. * Share best practice and learn from other colleagues | | |
|  | **Keep learning and improving** | | | * Undertake continuing professional development. * Have up to date knowledge and enthusiasm and interest for the subject. | | |
| **5.** | | **How to apply** | | | |  |
|  | | Please complete our online application form using the following web link: <https://sfp.citylit.ac.uk/CityLit/Default.aspx>  Closing date: **23:59, Thursday 28 September 2017**  Interview date: **Friday 06 October 2017** | | | | |
| **6.** | | **Statutory requirements** | | | | |
| 6.1 | | Prior to the commencement of any employment City Lit has a statutory duty to verify your right to work in the United Kingdom, your identity and any qualifications claimed in support of an application. | | | | |
| 6.2 | | An enhanced DBS *Disclosure* check. | | | | |
| **7.** | | **Contractual requirements** | | | | |
| 7.1 | | This post is subject to the successful completion of a probationary period of employment in accordance with the probationary procedure. | | | | |
| 7.2 | | Digital resources must be made available for all courses in accordance with the digital resources strategy. | | | | |
| 7.3 | | Quality assurance records must be completed and maintained in accordance with the quality handbook. | | | | |
| 7.4 | | Teaching will be observed and graded according to the observation of teaching and learning policy; at City Lit grades 1 and 2 are the normal accepted grades; grades 3 and 4 will result in improvement strategies linked to the probation or performance improvement procedures. | | | | |
| **8.** | | **Our values** | | | | |
|  | | Collaborate  Create  Transform  Our values support our mission and vision.  We expect our staff to work by and promote our values as we believe this contributes to our success. These values underpin our selection criteria; therefore, we aim to appoint people who can display an understanding of our values and how they relate to our mission, vision and strategic objectives during the recruitment process. | | | | |
|  | | Date job description created: | | | Sept 2017 | |