

Job description: Sessional Lecturer - Radio, Podcast & Audio Production

Status	Sessional
Base	Waterloo Centre Post holder may be required to work across College sites and at other locations
Salary	£30.55 per hour plus £7.25 per hour holiday pay paid on a termly basis It is our policy to normally appoint at the bottom of the salary scale
Hours of work (per week)	Sessional
Reports to	Programme Area Manager (PAM) for Popular Music (Performance & Production), Morley Radio and Studios Manager
Manager to	N/A

ROLE PURPOSE

To plan, design, deliver, assess, evaluate and manage classroom activities within the designated subject area(s), providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the College curriculum.

MAIN ACCOUNTABILITIES

1. To teach the agreed courses in a flexible and creative way, utilising digital technologies and other resources as appropriate and in line with the College's digital inclusion approach and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements.
2. To follow College and Departmental quality assurance procedures by maintaining and completing up-to-date group profiles, course outline forms, lesson plans, schemes of

work, records of assessment of students' progress and achievement, evaluation data on course activities and tutor course reports.

3. To follow College and Awarding Body quality assurance procedures by taking part in internal verification processes.
4. To undertake course administration including maintaining a course register and checking students' enrolment status.
5. To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
6. To work co-operatively with the Programme area including supporting the PM/ Head of School (HoS) in promotional and marketing activities for the Programme and the courses taught and participating in departmental curriculum development on a yearly basis.
6. To keep up to date in the subject specialist area and seek to develop new skills including IT/ Digital skills in response to changes.
7. Where appropriate to assist with the preparation of students for entry into relevant examinations.

GENERAL COLLEGE RESPONSIBILITIES

8. To attend relevant training and meetings as required.
9. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement by the College for CPD or scholarly activity as appropriate
10. To contribute to the effective management and promotion of equality and diversity; this includes using teaching materials and methods that are relevant to a diverse student group and embedding British values with your teaching in accordance with the Government's Prevent strategy.
11. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation.
12. To adhere to the College's Professional Standards for Tutors using Technology. Staff will be supported to achieve these standards and will be required to undertake any appropriate training.
13. To work in accordance with the Health & Safety at Work Act and College safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors.
14. To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework.
15. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance

of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will, for the most part, work independently but will be responsible to the Programme Manager/ Head of School and Morley Radio and Studios Manager, and will be in regular liaison with the College Administrators.

The post holder will attend meetings and may work with other tutors within the Programme area and wider College on occasion.

The post holder will also have contact with Professional Services staff in the wider College.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Sessional Lecturer - Radio, Podcast & Audio Production
Essential Criteria:	
<ul style="list-style-type: none">• Educated to degree level in the subject (Bachelors and/or MA) or equivalent industry experience (minimum 5 years).• Teaching qualification (CTLTS/Level 4 Certificate in Education and Training or equivalent) * (<i>Candidates without an appropriate teaching qualification must be willing to undertake such a qualification within an agreed timeframe if required, in accordance with the College's Teacher Training and Development Policy</i>).• Successful experience of delivering high quality teaching in the relevant subject to adult learners of mixed ability in group settings.• Demonstrable experience of devising and maintaining course materials aligned to awarding bodies' specifications, and experience of internal verification processes• Demonstrable experience of using appropriate teaching and learning methods, to communicate the subject and encourage learners from a range of backgrounds and communities to progress.• Understand copyrighted materials, how to use them in teaching resources and in radio content• Strong editorial experience, including script writing, pitching, research,	

<p>commissioning, promoting content via social media in a variety of podcast genres</p> <ul style="list-style-type: none"> • Proficiency of Radio playout and scheduling systems (such as Myriad, dira, Zetta or similar) and standard radio broadcasting equipment • Proven experience of taking podcasting or radio show projects from idea to publishing, including upload to streaming platforms • Excellent audio recording and editing skills in platforms such as Pro Tools and/or Adobe Audition, with experience of troubleshooting remote sessions, noise reduction, recording on location, sourcing music, SFX, and editing and mixing final programmes • Excellent research skills used in the development of outstanding teaching resources, and keeping up-to-date with industry development • Good organisational and administrative skills including MS Office and management of a College email account • Excellent interpersonal and communication skills with the proven ability to work independently and contribute as part of a team and communicate appropriately with students and staff across the College. • Demonstrable knowledge and commitment to health and safety, safeguarding and prevent as appropriate to the post. • A commitment to continuing professional development with an interest and ability in developing new approaches to teaching. • Demonstrable evidence of promoting equality and diversity through teaching. • Experience with current teaching technologies such as interactive whiteboards, online resources, virtual learning environments (Microsoft Teams), management of online forums, etc. • Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post. • A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount
Desirable Criteria
<ul style="list-style-type: none"> • Ability to demonstrate online safety through risk management (i.e. safety through education and awareness)

Other information

This document outlines the duties required for the time being of the post. It is issued for recruitment purposes and is not comprehensive or exclusive and duties and or reporting lines may be varied from time to time.

The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds. The College does not discriminate on the basis of race, gender reassignment, disability, sex, marital status, pregnancy and maternity, age, religion or belief, and/or sexual orientation and is committed to making reasonable adjustments for applicants with disabilities.

02/07/2024