

Job description: Sessional Lecturer – Chamber Choir Conductor

Status	Permanent
Base	Waterloo Centre
Salary	£30.55 per hour plus £7.25 per hour holiday pay paid on a termly basis
Hours of work (per week)	Up to 2 hours per week during term-time
Reports to	Programme Area Manager for Vocal Studies
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. Lead and instruct the Chamber Choir.
2. 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 2 digital inclusion approach and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements.
3. 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.
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 PAM/ 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.
7. To keep up to date in the subject specialist area and seek to develop new skills including IT/ Digital skills in response to changes.
8. Where appropriate assist with the preparation of students for entry into relevant examinations.
9. To attend relevant training and meetings as required.
10. 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
11. 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
12. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation
13. 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.
14. 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
15. To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework
16. 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

GENERAL COLLEGE RESPONSIBILITIES

All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:

- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues

- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

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 Area Manager/ Head of School and will be in regular liaison with the Academic Administrator. 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 – Chamber Choir Conductor
------------	--

Essential Criteria:

- A practitioner with an undergraduate or postgraduate degree or equivalent in the relevant subject
- English and Maths GCSE grade A-C or equivalent

- Evidence of a successful career as a choir leader
- Experience working in the adult education sector
- Experience of using appropriate teaching and learning methods and course materials, to communicate the subject and encourage learners from a range of backgrounds and communities to progress
- Ability to recognise and meet student's needs and expectations through teaching.
- Excellent organisational and administrative skills, the ability to work independently with minimal supervision, with evidence of successfully planning, assessing and evaluating teaching and learning
- Excellent interpersonal and communication skills with the proven ability to work and contribute as part of a team and communicate appropriately with students and staff across the College
- Ability and willingness to use digital technologies and platforms in relation to teaching methods, the development of learning resources, materials and administration related to teaching.
- 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

30.3.2