

Job description:

Sessional Lecturer in Sustainability and Gardening

Status	Sessional
Base	Stockwell Centre <i>Post holder may be required to work across College sites and at other locations</i>
Salary	£30.55 hourly plus £7.25 hourly holiday pay paid on a termly basis
Hours of work (per week)	Variable
Reports to	Programme Area Manager Quality & Community Learning: Lambeth Contract
Manager to	No Direct reports

ROLE PURPOSE

To plan, design, deliver, assess, evaluate and manage classroom activities, providing the highest levels of quality in the delivery of teaching, learning and assessment to students based in the college and in community centres.

MAIN ACCOUNTABILITIES

- 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.
- 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.
- To undertake course administration including maintaining a course register and checking students' enrolment status.
- To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
- 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.
- To keep up to date in the subject specialist area, and seek to develop new skills including IT/ Digital skills in response to changes.
- Where appropriate assist with the preparation of students for entry into relevant examinations.
- To attend relevant training and meetings as required.
- To be committed to Continuous Professional Development (CPD), keeping upto-date and meeting any annual requirement by the College for CPD or scholarly activity as appropriate
- 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
- To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation
- 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.
- 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

- To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework
- 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

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 develop productive and collaborative working relationships with curriculum area staff and professional services staff from across the College, plus all other stakeholders including students, community groups and employers.

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 in Sustainability

Essential Criteria:

Qualifications

- Relevant Subject Specialism and teaching qualification (PGCE or equivalent)
- Degree or equivalent qualification
- English and Maths GCSE grade A-C (9-4) or equivalent

Experience

- Successful experience in delivering high-quality teaching to learners of mixed ability in various group settings.
- Confidence in embedding numeracy skills (up to Level 1) through participatory approaches to teaching and learning.
- Demonstrable experience in devising and maintaining course materials of a high standard that are suitable for the needs of a variety of different learners.
- Demonstrable experience in course-level coordination
- 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.
- Demonstrable experience of recognizing and meeting students' needs and expectations through teaching.
- The ability to be flexible, dynamic and innovative in the delivery of programmes
- Demonstrable evidence of promoting equality and diversity through teaching.

Skills

- Good organisational and administrative skills, with experience 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.
- Basic proficiency in word processing, spreadsheet and presentation programs.
- Able to find websites and online resources; utilise them effectively in teaching and learning; share and keep addresses for reference.
- Manage a College email account, including receiving and responding to messages to individuals and groups.
- The ability to use classroom teaching technologies provided, e.g. data projector, PC & interactive whiteboard.
- Know how to teach basic online safety through risk management (i.e. safety through education and awareness)
- Understand what a virtual learning environment is and the ways in which it can support learning.
- Understand and deliver collaborative learning using technology to a basic standard, e.g. forums.
- Create, store, retrieve and share cloud-based resources, e.g. Google Drive.
- Understand the issues around copyright and know where to find copyright free resources.

Competencies

- Enthusiasm for the subject taught.
- The ability to work independently with minimal supervision.

- Demonstrable knowledge and commitment to health and safety, safeguarding and Prevent as appropriate to the post.

Others

- A commitment to continuing professional development with an interest and ability in developing new approaches 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

November 2024