

**Job description: Sessional Lecturer in English**

<b>Status</b>	<b>Sessional</b>
<b>Base</b>	<b>North Kensington Centre</b> <i>Post holder may be required to work across College sites and at other locations</i>
<b>Grade</b>	Hourly Paid
<b>Salary</b>	<i>£31.01 per hour plus £7.54 per hour holiday pay paid on a termly basis</i>
<b>Hours of work (per week)</b>	Up to 9 hours per week
<b>Reports to</b>	<i>Programme Area Manager for English</i>
<b>Manager to</b>	<i>No Line Manager Responsibilities</i>

**ROLE PURPOSE**

To teach within Essential Skills on a range of courses in English, taking an active role in course development, course planning, student assessment and quality enhancement

**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, 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 for English

#### **Essential Criteria:**

- An undergraduate or postgraduate degree or equivalent in the relevant subject
- English and Maths GCSE grade A-C or equivalent
- Experience working in the adult/HE/FE 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, 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.
- The ability to work independently with minimal supervision.
- 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

October 2024