

Job description: Sessional Lecturer in Business HTQ

Status	Sessional
Base	North Kensington Centre <i>Post holder may be required to work across College sites and at other locations</i>
Salary	£37.80 per hour (including £7.25 holiday pay paid on a termly basis)
Hours of work (per week)	Up to 6 hours a week for 18-24 weeks
Reports to	<i>Programme Area Manager for Business, Enterprise and Finance</i>
Manager to	<i>No Direct Reports</i>

ROLE PURPOSE

To successfully deliver the Higher Technical Qualification (HTQ), taking an active role in course development, course planning, student assessment and quality enhancement

MAIN ACCOUNTABILITIES

1. To teach the agreed courses in a flexible and creative way, across HTQ, 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 undertake course administration including maintaining a course register and checking students' enrolment status.
4. To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
5. 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.
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. To attend relevant training and meetings as required.
8. 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
9. 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
10. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation
11. 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.
12. 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
13. To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework
14. 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 – Business HTQ
Essential Criteria:	
<ul style="list-style-type: none">• Qualified to Level 7 or equivalent in a relevant discipline.• Educated to degree level or equivalent in a relevant discipline.• English and Maths GCSE grade A-C / 9 – 4, or equivalent.• An appropriate teaching qualification (DET/DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus a record of relevant continuous professional development.• 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• Proven successful track record of planning and delivering high quality teaching of accredited provision in a relevant subject and at appropriate level(s), to adults/16-18 year old of mixed abilities.• Experience of devising and maintaining course materials of a high standard, and using appropriate teaching and learning methods that are suitable for the needs of a variety of different students from a range of backgrounds and promote equality and diversity.• Experience of effectively assessing and advising students.• Enthusiasm for and competent understanding of the subject area.• An understanding of and proven commitment to the use of quality assurance procedures in the Education sector.• Familiarity with awarding bodies specific to the subject area / level of study.• The ability to effectively support the monitoring, assessment and development of the programme and support quality improvement.• The ability to effectively contribute to Awarding Bodies, College and curriculum area procedures for the tracking and support of student achievement.• The ability to work with a team of tutors to provide effective peer development and support and co-ordinate learning activities.• Excellent interpersonal and communication skills with the proven ability work and contribute as part of a team and communicate effectively with staff and students across the College.• Effective organisational and administrative skills with the willingness and ability to work to deadlines.• Able to work both on own initiative and as and be willing to work flexibly.	

- Have a commitment to and be able to demonstrate knowledge of health and safety, Safeguarding and Prevent as appropriate to the post.
- Good IT skills in relation to MS Office with the ability to use IT to support learning and associated administration. A proven ability and commitment to effectively and creatively using ICT and digital technologies in relation to teaching methods, development of learning resources and materials and delivery of online learning.

Desirable Criteria

- Relevant Level 7 qualification.
- Experience of teaching within a Higher Education setting (Advanced and Higher Learning only).
- Familiarity with the aims and objectives of Access to Higher Education and other advanced programmes at level 3 / Higher Education programmes (Advanced and Higher Learning only).

January 2025