

London Borough of Bexley

Job Description

Management Grouping:	Education to Employment
Department/Section:	Learning & Enterprise College Bexley
Job title:	Part-time sessional tutor
Reports to:	Relevant Curriculum and Quality Manager (CQM) or Programme Manager (PM)

Purpose of the job

- Planning and delivering teaching, learning and assessment in line with external syllabi or College-agreed curricula including appropriate and timely completion of associated documentation such as course outlines, schemes of work, lesson plans, ILPs and progress records.

Main Accountabilities

- Write course outlines, interview potential students and conduct initial and diagnostic assessments.
- Undertake course planning in consultation with the Senior Manager responsible for TLA and the relevant C&QM, including submission of scheme(s) of work and lesson plans and sharing these with other team members.
- Establish a purposeful learning environment in which diversity is valued and students feel safe and confident.
- Set challenging teaching and learning objectives that are relevant to the course and needs of students.
- Manage the learning process effectively, guiding and supporting students, differentiating teaching to meet the needs and interests of students and ensure that students are appropriately challenged and supported.
- Agree individual learning plans with students including SMART course and personal targets, monitor and review them regularly and provide meaningful medals and mission type feedback to students.
- Develop resources to support both classroom-based and flipped, independent, out-of-classroom learning making use of digital technology and the College VLE.
- Plan additional support for students liaising with the Student Support Adviser, as necessary.

- Plan opportunities for students, with other staff where relevant, to learn in out of classroom contexts such as placements, volunteering, visits to the library, museums and employment-based settings etc.
- Systematically assess students' work giving timely and developmental feedback on progress to support students as they learn.
- Involve students in reflecting on, evaluating and improving their own performance.
- Keep accurate records of punctuality, attendance, assessment and learner progress making reports as required.
- Keep up to date with internal and external assessments and examinations, including the keeping of appropriate records and completion of returns.
- Assist with internal and external assessments, exams and standardisation.
- Comply with LECB Quality Improvement Framework and the Transformational and Inspirational TLA Framework and work with the relevant Curriculum and Quality Manager on a personal improvement plan to maintain or improve performance to outstanding.
- Work collaboratively with the Careers Service Team to ensure learners receive effective information and advice on progression to further study, employment and into volunteering.
- Regularly review and evaluate course and own performance with the TLA manager and effectively and actively engage on the College's Observation of Teaching, Learning and Assessment (OTLA) process
- Contribute to course team meetings sharing best practice.
- Undertake Health & Safety, Equality & Diversity, Safeguarding, Prevent and Data Protection/GDPR training, maintaining awareness of key risk issues within the curriculum area and escalate any concerns to the relevant member of staff.
- Comply with the Professional Standards for Teachers and Trainers in Education and Training

Person Specification

Management Grouping: Education to Employment

Department/Section: Learning & Enterprise College Bexley

Job title: Part-time sessional tutor

Selection Criteria	Essential/ Desirable (E/D)	Selection Method (See Key)
<p>(a) <u>Education and Formal Training</u></p> <ul style="list-style-type: none"> • First degree or equivalent • A qualification at least one level higher than the course to be taught • A fully recognised teaching qualification, or willing to work towards one within the first year of teaching at LECB 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
<p>(b) <u>Relevant Technical Experience and Knowledge</u></p> <p>Demonstrable experience of:</p> <ul style="list-style-type: none"> • Experience of ongoing professional updating and development in relevant fields. • An interest in and an understanding of the learning needs of students at this level. • Excellent subject knowledge • An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with students. • An awareness of safeguarding and how it relates to the work of this post in an Adult Learning Institution. • Experience of teaching the relevant subject(s) to students of varying ability and level. • Experience of preparing students for formal assessment and exams, if proposing to teach accredited provision • ICT literacy, including experience of using ICT in the classroom. • Experience of using a VLE to enhance teaching, learning & assessment. 	<p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I/As A/I/As I/s</p> <p style="text-align: center;">I A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

<ul style="list-style-type: none"> • Excellent classroom skills with the ability to employ a range of teaching strategies and to support students in the promotion of active learning. • Experience of successfully supporting students' progress through tutoring. • Experience of embedding English, maths, British values, safeguarding, H&S, E&D, and employability/enterprise in the courses taught. 	<p>E</p> <p>D</p>	<p>A/I</p> <p>A/I/As</p> <p>A/I/As</p>
<p>c) <u>Relevant Skills & Abilities</u></p> <ul style="list-style-type: none"> • An ability to design, develop and deliver high quality teaching materials. • The ability to teach enthusiastically and professionally, with effective classroom management. • The ability to effectively plan and develop differentiation within lessons. • Good interpersonal skills and written and oral communication skills. • Good organisational skills and high attention to detail. • The ability to work effectively as a team member. • The ability to maintain records and produce relevant documentation as required. <p><u>English Language Requirements for Public Sector Workers:</u></p> <ul style="list-style-type: none"> • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. • Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I/</p> <p>A/I/</p> <p>A/I</p> <p>A/I</p> <p>I/As</p> <p>I/As</p> <p>I/As</p> <p>I/As</p>