

Job Description

Management Grouping:	Children's Services
Department/Section:	Learning & Enterprise College Bexley
Job title:	Sessional tutor
Reports to:	Curriculum & Quality Manager: Community Learning

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 CQM, 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: Children's Services

Department/Section: Learning & Enterprise College Bexley

Job title: Sessional Tutor

Selection Criteria	Essential/ Desirable (E/D)	Selection Method (See Key)
<p><u>a) Education and Formal Training</u></p> <p>A qualification in the area of the course to be taught</p> <p>A fully recognised teaching qualification, or willing to work towards one within the first year of teaching at LECB</p>	<p>D</p> <p>E</p>	<p>A</p> <p>A</p>
<p><u>b) 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. • 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 technology to enhance teaching, learning & assessment. • 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. 	<p>D</p> <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>D</p>	<p>A/I</p> <p>A/I/As</p> <p>A/I/As</p> <p>I/s</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/As</p>

<ul style="list-style-type: none"> • Experience of embedding English, maths, British values, safeguarding, H&S, E&D, PREVENT, and employability/enterprise in the courses taught. 		A/I/As
<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>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>