****

**JOB DESCRIPTION**

**Sessional – Hourly Paid Teacher**

**Newham Sixth Form College**

**Job Description and Person Specification**

| **Post:** | Sessional – Hourly Paid Teacher |
| --- | --- |
| **Location:** | Prince Regent Lane, Plaistow, London, E13 8SG |
|  |  |
| **Reporting to:** | Curriculum Manager |
|  |  |
| **Grade: Unqualified:**  **Qualified:** | £27.77 to £28.70 per hour (holiday excluded)  £30.12 to £40.92 per hour (holiday excluded) |

**Key responsibilities**

Delivery of learning programmes, assistance to students and tutorial support

# Main duties and responsibilities

## Teaching and assessment

1. Teaches groups including associated preparation and marking.

1. Arranges, monitors and supervises learners on student work programmes, educational visits and field trips.

1. Designs and prepares learning materials.

1. Assesses students, including formative and summative assessments, internal verification and supervision of examinations.

1. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.

1. Participates in activities to publicise courses.

1. Assists in planning and developing courses and course materials.

1. Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.

1. To contribute to the action planning of students and provide interim and end of year reports as requested.
2. To participate in team meetings and staff training and development as required

**Other Duties and Responsibilities**

## Resources

1. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
2. To participate in subject and course team meetings and reviews, for which additional payment may be made at a non-contract rate of pay.
3. To provide statistics as requested.

14. To ensure the requirements of external agencies such as examination and validation bodies are met.

## General

1. Promotes and implements all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.

1. Participates in College programmes of staff appraisal and continuing professional development.

1. Develop effective working relationships internally and with external partners.

1. To operate at all times in line with the College’s values and behaviours.

1. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

|  | **Essential Criteria** | **Desirable Criteria** |
| --- | --- | --- |
| **QUALIFICATIONS**  (Educational and  Vocational) | Possess a degree in an appropriate subject area |  |
| Possess a Level 2 qualification in English and Maths or a willingness to achieve  within a specified period |  |
| Possess or be actively studying for a teaching qualification or equivalent at minimum | A subject specialism qualification in the relevant area |
| **PREVIOUS**  **EXPERIENCE/**  **JOB KNOWLEDGE** | Pastoral or equivalent experience and understanding to support the broad needs of students |  |
| Understanding and experience of curriculum development and innovation and developments in contemporary education |  |
| Understanding of relevant Health and Safety requirements |  |
| Experience of preparing learners for external assessments | Experience of delivering on RARPA based courses |
| **SKILLS**  (Competencies and  Aptitudes) | Ability to work as part of a team and on own initiative |  |
| To have excellent oral and written communication skills |  |
| Ability to teach on a range of courses in the subject area, from Entry Level to Level 2 |  |
| Ability to provide learning and tutorial support for students |  |
| Ability to promote and recruit for courses |  |
| To have a high level of organisational and administrative skills |  |
| Good ICT and keyboard skills | Experience of teaching via  Google Teams |
| **SAFEGUARDING**  **YOUNG PEOPLE**  **AND VULNERABLE**  **ADULTS** | An understanding of and commitment to safeguarding young people and vulnerable adults.   * motivation to work with children/young people/Vulnerable adults * ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults * emotional resilience in working with challenging behaviours * attitudes to use of authority and maintaining discipline |  |
| **OTHER FACTORS/**  **ADDITIONAL**  **REQUIREMENTS** | An understanding of and commitment to equality of opportunity and British Values |  |