****

**Job Title:** Senior Tutor: 0.6 Law

**Programme Area:** Access to Humanities & Social Science

**Location:** North Kensington Centre, Wornington Road, London W10 5QQ

The Post holder will be required to carry out duties at other sites owned or leased by the College.

**Grade:** AoC spine points 27 – 30

**Salary:** £18,789 to £20,355 (incl. LWA) (pro rata to the full-time salary of £31,316 to £33,926) per annum. We will normally appoint at the beginning spine point unless there are exceptional circumstances.

**Hours of work**: 21.6hours per week including evenings. Flexibility required. Occasional weekend working.

**Responsible to:** Subject Leader Access to Humanities

**Responsible for:**  Some co-ordination of sessional tutors

**Job Purpose**

To teach within the North Kensington Centre of Morley College London, providing tutorial support to students, and taking an active role in course development, course planning, student assessment and quality enhancement.

**Key Result Areas: outcomes expected from post holder**

1. Lead high quality learning, teaching and assessment within the Centre.

(NB Post holders are to undertake 800 contact hours per annum FTE, pro-rata for fractional posts. Contact hours are mainly but not limited to direct classroom teaching. They also refer to other timetabled face-to-face activities with students and potential students such as tutorials and advice and guidance).

B. Provide tutorial supervision and support to students.

C. Contribute to the review, planning and development of the curriculum provision.

D. Take an active role in quality enhancement, ensuring the quality of the provision, including raising standards and improving student attendance, retention and achievement.

**Working with**

The post holder will develop productive working relationships with programme area staff and other college stakeholders including staff from all sections of the College, students, external partners and local community groups.

**Main activities**

**A. Lead high quality learning, teaching and assessment within the Centre**

1. To plan, prepare and deliver high quality learning, teaching and assessment as agreed with the line manager, including using ILT to enhance learning.
2. To maintain up-to-date course files including: Group Profile, Lesson Plans, Schemes of Work, Individual Learning Plans, and Progress Tracking Forms.
3. To set, mark and return student’s assignments on time (within two weeks), conforming to Awarding Bodies accreditation and College procedures as applicable.
4. To contribute to the required internal and external moderation procedures.

5. To provide cover for existing College staff members in cognate subject areas should the need arise.

**B Provide tutorial supervision and pastoral support to students**

6. Participate in the recruitment, selection and induction of students.

7. To provide course advice and guidance for students, including progression and/or vocational advice if appropriate. Manage and support student’s applications to advanced learning and higher education.

8. To provide individual and small group tutorial support for students, including but not limited to following up attendance and signposting students to Student Services for further support. To implement the student absence management procedure and student disciplinary procedure if and when required.

9. Act as a point of liaison for ALS and tutors working with individual students to ensure their ALS needs are met and fully integrated with their ILPs.

**B. Contribute to the review, planning and development of the curriculum provision**

10. To contribute to the Centre’s curriculum and quality review processes by providing subject-specific expertise and feedback from learners.

11. To contribute to curriculum development, to the design and authoring of curriculum materials and procurement of up-to-date resources to support curriculum development and learning, teaching and assessment.

**C. Support the line manager in ensuring the quality of the provision, including raising standards and improving attendance, retention and success rates.**

12. Contribute to the management of quality enhancement procedures within the curriculum area including: attendance and punctuality monitoring, tracking of student progress and final destination.

13. Contribute to the College’s self-assessment process and participate in the curriculum review process and support the line manager in the implementation of quality enhancement and business development plans.

14. Contribute to staff development within the centre, including mentoring teaching staff, providing peer support, leading on and delivering training sessions and assisting the Subject Leader with staff inductions.

15. Co-ordinate the learning activity associated with a specific level / programme of learning.

**E. General**

16. To attend relevant training and meetings as required.

17. To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.

18. To contribute to the effective management and promotion of equality and diversity.

19. To work in accordance with the Health & Safety at Work Act and College Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors.

20. To work at all times in accordance with Morley College London’s policies and procedures and Staff Competencies Framework.

21. 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.

# **Person Specification: Senior Tutor - *Programme***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
|  | **Qualifications** |  |  |
| 1. | Educated to degree level or equivalent in a relevant discipline. |  |  |
| 2 | English and Maths GCSE grade A-C / 9 – 4, or equivalent. |  |  |
| 3. | An appropriate teaching qualification (DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus a record of relevant continuous professional development. |  |  |
| 4. | Relevant Level 7 qualification. |  |  |
|  | **Experience** |  |  |
| 5. | Proven successful track record of planning and delivering high quality teaching of accredited provision in a relevant subject and at appropriate level(s), to adult learners of mixed abilities, including in an online learning scenario. |  |  |
| 6. | 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 learners from a range of backgrounds and promote equality and diversity. |  |  |
| 7. | Experience of effectively assessing and advising learners. |  |  |
| 8. | Experience of teaching within a Higher Education setting (Advanced and Higher Learning only). |  |  |
|  | **Knowledge** |  |  |
| 9. | Enthusiasm for and competent understanding of the subject area. |  |  |
| 10. | An understanding of and proven commitment to the use of quality assurance procedures in the Adult Education sector. |  |  |
| 11. | Familiarity with awarding bodies specific to the subject area / level of study. |  |  |
| 12. | 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) |  |  |
|  | **Skills** |  |  |
| 13. | The ability to effectively support the monitoring, assessment and development of the programme and support quality improvement. |  |  |
| 14. | The ability to effectively contribute to Awarding Bodies, College and Programme area procedures for the tracking and support of student achievement. |  |  |
| 15. | The ability to work with a team of tutors to provide effective peer development and support and co-ordinate learning activities. |  |  |
| 16. | 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. |  |  |
| 17. | Effective organisational and administrative skills with the willingness and ability to work to deadlines. |  |  |
| 18. | Able to work both on own initiative and as and be willing to work flexibly. |  |  |
| 19. | Have a commitment to and be able to demonstrate knowledge of health and safety, Safeguarding and Prevent as appropriate to the post. |  |  |
| 20. | Good IT skills in relation to MS Office with the ability to use IT to support learning and associated administration. The proven ability and commitment to effectively and creatively using ICT and digital technologies in relation to teaching methods, development of learning resources and materials . |  |  |

**Main Conditions of Service - Academic Salaried roles**

1. You will be employed by Morley College London.
2. Normal working hours are undertaken between Monday to Friday and this may include evenings. The successful applicant may be required to work at weekends to accommodate specific College activities. No payment for overtime is made, but appropriate time-off in lieu will be granted.
3. The annual leave entitlement is 37 days per annum, excluding public holidays and closure days which are additional to this entitlement. Fractional employees shall receive a pro rata entitlement to holiday, including bank/public holidays.
4. The post is pensionable under the Teachers’ Superannuation Scheme administered by the Teachers’ Pensions Agency. You will be automatically entered into this scheme.
5. There is a 6-month probationary period.

6. The College does not recognise service with any previous employer for calculating continuous service for the purposes of the Employment Rights Act 1996. However previous continuous local government service in accordance with The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999, may be counted as part of continuous employment with the College for redundancy pay purposes.

7. The appointment will be subject to receipt of satisfactory professional references, proof of qualification, proof of address, eligibility to work in the UK, a pre-employment medical check and a DBS check*.*

**Other information**

This document outlines the duties required for the time being of the post. It is issued for recruitment purposes and is not comprehensive or exclusive and duties and or reporting lines may be varied from time to time.

The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds. The College does not discriminate on the basis of race, gender reassignment, disability, sex, marital status, pregnancy and maternity, age, religion or belief, and/or sexual orientation and is committed to making reasonable adjustments for applicants with disabilities and mental health conditions.

**Closing date for applications: 10.00am Wednesday 7 April 2021**

**Please refer to the guidance notes when completing your application.** CV’s will not be accepted for this post. Applicants should send a completed application form, giving names, addresses and telephone numbers of two professional referees, together with any supporting information by the closing date.

Applications can be submitted via email to [recruitment@morleycollege.ac.uk](mailto:recruitment@morleycollege.ac.uk)

**Quote reference: 057.AK.2021**