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**Job Title: Senior Tutor: 0.8 Sociology & Psychology**

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

**Location:** North KensingtonCentre

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:**£25,052 to £27,140 (incl. LWA) pro rata to the full-time salary of £31,316 to £33,926 LWA) per annum*)*. We will normally appoint at the beginning spine point unless there are exceptional circumstances.

**Hours of work**: 28.8 hours 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 provide effective learning opportunities and support for students to enable them to develop the knowledge, skills and understanding to progress educationally and/or vocationally.

**Key Result Areas: outcomes expected from postholder**

* To teach sociology and psychology and related units to Level 3 Access students.
* To liaise with Subject Leader and Head of Curriculum for Access to ensure the smooth running of courses.
* Provide effective learning experiences for students to include scheduled lectures, demonstration, tutorials, supervised off site study and assessment, all this mainly being ONLINE and delivered via Microsoft Teams.
* To track attendance and maintain high levels of student retention, achievement and to support student progression, reporting regularly to the Subject Leader and Head of Curriculum.
* To work with the curriculum team in the development of the curriculum to include relevant aspects in terms of unit design and assessment.
* To contribute fully as a team member to team meetings, staff development, preparation and assessment, classroom observation, moderation, planning and administration.
* To follow and adhere to the agreed Quality Cycle as described in the college quality policy.
* To undertake the necessary preparation, research and vocational updating to maintain knowledge of the curriculum area.
* To assist with the scheduling and delivery of IAG to prospective students where needed.
* Assess students as a part of the teaching/learning experience.
* Undertake formal assessment to national standards for the purposes of external accreditation.
* Liaise with external organisations, including HEIs, as required
* Implement college policies and procedures, including financial regulations, health and safety, equal opportunities, record keeping and accurate information returns.
* To undertake any other duties within the grade of the post and as required by the Curriculum Manager or the Principal.
* To promote the safeguarding and welfare of children and vulnerable adults amongst staff and students within the area of responsibility.

**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 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**

The ideal candidate will be able to meet the following criteria:

* Ideally, experience of teaching sociology and related subjects to Access students working at Level 3 using ONLINE platforms.
* Ideally, experience in teaching Study Skills and Preparation for University.
* A relevant degree or equivalent qualification and a recognised full teaching qualification or working towards one.
* The ability to teach students at level 3 - Experience in teaching adults is preferable,
* Enthusiasm and flair supported by a successful track record for implementing curriculum development and change.
* Excellent communication and interpersonal skills and the ability to lead and motivate staff.
* The ability to undertake organisational and administrative tasks efficiently and effectively.
* The ability to motivate students and to devise stimulating projects.
* Knowledge of health and safety procedures and regulations.
* Proven experience of and a commitment to communication and implementing Equal Opportunities in education.
* An understanding of the needs of disadvantaged learners.
* Understanding the needs of mature/returning learners.
* Experience of teaching and assessing on a similar or equivalent programme.
* Ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

**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 Tutors 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 Tuesday 7 April 2021**

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: 059.AK.2021**

**This post is subject to an Enhanced DBS check and children’s barred list check**