



Job Description

Job Title: Sessional Tutor: **Business and Enterprise Education (this post will include in the Community Business teaching).**

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

The post holder will expect you to deliver/teach in the local community.

Salary: £29.10 per hour,
plus holiday pay of £6.90 which will be paid on a termly basis.

Hours of work: Ideally Monday, Tuesday, Wednesday or Thursday. Three days ideally.

Responsible to: Head of Curriculum for Business and IT / Computing and or the Programme Manager (PM) for Business based at the North Kensington Centre

Responsible for: No line management responsibility

School: Business and IT / Computing department

Job Purpose

To plan, design, deliver, assess, evaluate and manage classroom activities within Business and enterprise, providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the Business and enterprise curriculum.

To deliver high quality and innovative teaching, learning and assessment to learners within the Business department. The department runs BTEC programmes from level 1 to level 3 and this includes a variety of Business and Enterprise subjects. The role will include leading and supporting in effectively preparing for upcoming Business community learning in the community.

- Ideally Business experience at Level 2 and Level 3 to support our Pearson BTEC courses.

- Ideally experience of training Business and Enterprise in the Community Learning.
- Flexibility is needed. The Community Learning is based on demand locally.

Main Responsibilities

1. To teach the agreed courses in a flexible and creative way, utilising digital technologies and other resources as appropriate and in line with the College's digital inclusion approach and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements.
2. To follow College, external bodies and departmental quality assurance procedures by maintaining and completing up-to-date group profiles, course outline forms, lesson plans, schemes of work, records of assessment of students' progress including tracking and achievement, evaluation data on course activities and tutor course reports.
3. To undertake course administration including maintaining a course register which includes attendance monitoring and checking students' enrolment status.
4. To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
5. To work co-operatively with the Programme area including supporting the PM/ Head of School (HoS) in promotional and marketing activities for the Programme and the courses taught and participating in departmental curriculum development on a yearly basis.
6. To keep up to date in the subject specialist area, and seek to develop new skills including Business and Enterprise and teaching learning technologies in response to educational changes.
7. Where appropriate to assist with the preparation of students for entry into relevant examinations.

General

8. To attend relevant training and meetings as required.
9. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement by the College for CPD or scholarly activity as appropriate
10. To contribute to the effective management and promotion of inclusion, equality and diversity; this includes using teaching materials and methods that are relevant to a diverse student group and embedding British values with your teaching in accordance with the Government's Prevent strategy.
11. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation.
12. To adhere to the College's Professional Standards for Tutors using Technology. Staff will be supported to achieve these standards and will be required to undertake any appropriate training.

13. To work in accordance with the Health & Safety at Work Act and College safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors.
14. To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework.
15. 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.

Working Relationships & Contacts

The post holder will, for the most part, work independently but will be responsible to the Programme Manager/ Head of School and will be in regular liaison with the Administration team.

The post holder will attend meetings and may work with other tutors within the Programme area and wider College on occasion.

The post holder will also have contact with Professional Services staff in the wider College.

Person Specification:	Sessional Tutor
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	Essential	Desirable
Qualifications		
Educated to degree level or equivalent in a relevant Business and Enterprise	✓	
English and Maths GCSE grade A-C (9-4) or equivalent	✓	
DTLLS/PGCE/Cert Ed and subject specialism, or Level 5 Integrated Specialist Diploma, or equivalent		
Candidates without an appropriate teaching qualification must be willing to undertake such a qualification within an agreed timeframe if required, in accordance with the College's Teacher Training and Development Policy.	✓	
Experience		
Successful experience of delivering high quality teaching in the relevant to adult learners of mixed ability in group settings.	✓	
Demonstrable experience of devising and maintain course materials of a high standard that are suitable for the needs of a variety of different learners.	✓	
Demonstrable experience of using appropriate teaching and learning methods, to communicate the subject and encourage learners from a range of backgrounds and communities to progress.	✓	
Demonstrable experience of recognising and meeting student's needs and expectations through teaching.	✓	
Demonstrable evidence of promoting inclusion, equality and diversity through teaching.	✓	
Skills		
Good organisational and administrative skills, with experience of successfully planning, assessing and evaluating teaching and learning.	✓	
Excellent interpersonal and communication skills with the proven ability to work and contribute as part of a team and communicate appropriately with students and staff across the College.	✓	
Excellent proficiency in word processing, spreadsheet and presentation programs	✓	
Able to find websites and online resources; utilise them effectively in teaching and learning; share and keep addresses for reference	✓	
Manage a College email account, including receiving and responding to messages to individuals and groups	✓	
The ability to use classroom teaching technologies provided, e.g. data projector, PC & interactive whiteboard	✓	
Know how to teach basic online safety through risk management (i.e. safety through education and awareness)	✓	
Understand what a virtual learning environment is and the ways in which it can support learning		✓
Understand and deliver collaborative learning using		✓

technology to a basic standard, e.g. forums		
Create, store, retrieve and share cloud-based resources, e.g. Google Drive		✓
Competencies		
Enthusiasm for the subject taught.	✓	
The ability to work independently with minimal supervision.	✓	
Demonstrable knowledge and commitment to health and safety, safeguarding and Prevent as appropriate to the post.	✓	
A commitment to continuing professional development with an interest and ability in developing new approaches to teaching.	✓	

Main Conditions of Service – Sessional Tutors

1. You will be employed by Morley College Limited.
2. The post is pensionable under the Teachers' Pension Scheme administered by the Teachers' Pensions Agency and you will be automatically enrolled into the scheme.
3. Normal working hours are dependent on the timing of the teaching sessions as determined by your line manager. Work in the evenings and occasionally at weekends may be required. Attendance for meetings and for training will also be required
4. There will be a 6-month probation period.
5. 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.
6. The appointment will be subject to receipt of satisfactory professional references, proof of qualifications, eligibility to work in the UK, pre-employment medical check and DBS check (*if applicable*).

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.

Making an application

Closing date for applications: *See advert*

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

Quote Ref: 273.MT.2022