

Job Description



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| Job Title: Sessional Tutor | Service Area: Our Newham – Learning & Skills | |
| Directorate: Community Wealth Building | Post Number: Fusion | Evaluation Number: 6068 |
| Grade: PO1 | Date last updated: 15/07/2021 | |

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Background

Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

Overall Purpose of Job

To plan, design, deliver, assess, evaluate and manage classroom activities within the designated subject area(s), providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the organisations curriculum.

Job Summary

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| Grade: | PO1. |
| Hours of work: | Up-to 30 hours per week for 36 weeks (variable, pro-rata as applicable) |
| Responsible to: | Co-ordinator |
| Responsible for: | No line management responsibility. |

The post holder will, for the most part, work independently but will be responsible to the Co-ordinator and will be in regular liaison with Centre Administration.

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

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

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

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 organisation's digital inclusion approach and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements.
2. To deploy a wide range of teaching and student-centred learning strategies that ensure (a) the most effective learning, retention, achievement and progression of students, and (b) the most effective use of teaching time and other resources.
3. To follow Our Newham – Learning & Skills 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 and achievement, evaluation data on course activities and tutor course reports.
4. To ensure that the right level of support is given to every individual through a series of regular reviews, progress reports and completion of the Individual Learning Plan.

5. To undertake course administration including maintaining a course register and checking students' enrolment status.
6. To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
7. To work co-operatively with the Programme area including supporting the Co-ordinator and Social Value Team in promotional and marketing activities for the Programme and the courses taught and participating in departmental curriculum development on a yearly basis.
8. To keep up to date in the subject specialist area and seek to develop new skills including IT/ Digital skills in response to changes.
9. To administer paperwork in relation to the attainment of qualifications.
10. Where appropriate to assist with the preparation of students for entry into relevant examinations.
11. To provide detailed syllabus/course outline information and an initial scheme of work for each course before commencement and update/maintain them as part of the course RARPA and documentation files.
12. To plan, prepare & create courses, schemes of work, handouts, assessment tools and individual lesson plans appropriate to the needs, interests, experience and existing knowledge of the learners in the class.
13. To monitor, set, mark, correct and assess individual learners work in a timely manner against course syllabus and learning objectives.
14. To maintain and effectively use Individual learning plans with students to facilitate the students' evaluation of progress and understanding of what is required to improve.
15. Willingness and ability to undertake evening duties on a regular basis and occasional weekend working as and when required

Other Duties

16. To attend relevant training and meetings as required.
17. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement by the organisation for CPD or scholarly activity as appropriate
18. To contribute to the effective management and promotion of 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.
19. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation.
20. To adhere to organisation's Professional Standards for Tutors using Technology. Staff will be supported to achieve these standards and will be required to undertake any appropriate training.

21. To work in accordance with the Health & Safety at Work Act and Council safeguarding and Prevent procedures, ensuring the Council is a safe environment for staff, students and visitors.
22. To work at all times in accordance with the organisation's policies and procedures and Staff Competency Framework.
23. To carry out such duties as may be required from time to time by the organisation that are appropriate to the grade of the post.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

| CRITERIA- Essential | METHOD OF ASSESSMENT |
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| KNOWLEDGE: | |
| Enthusiasm for the subject taught. | Application and Interview |
| Willingness to learn about pedagogy to make learning experiences the best they can be. | Application and Interview |
| The ability to work independently with minimal supervision to tight deadlines. | Application and Interview |
| Demonstrable knowledge and commitment to health and safety, safeguarding and Prevent as appropriate to the post. | Application and Interview |

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| <p>A commitment to continuing professional development with an interest and ability in developing new approaches to teaching.</p> | <p>Application and Interview</p> |
| <p>EDUCATION/QUALIFICATIONS Educated to degree level or equivalent in a relevant subject</p> <p>English and maths GCSE grade A-C (9-4) or equivalent</p> <p>PTTLS, or Level 3 Award in Education or Training, or equivalent or other teaching qualification</p> | <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> |
| <p>SKILLS AND ABILITIES: EXPERIENCE:</p> <p>Successful experience of delivering high quality teaching in the relevant subject to adult learners of mixed ability in group settings both online and face-to-face.</p> <p>Demonstrable experience of devising and maintain course materials of a high standard that are suitable for the needs of a variety of different learners.</p> <p>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 in varied contexts both online and face-to-face.</p> <p>Demonstrable experience of recognising and meeting student’s needs and expectations through teaching. Demonstrable evidence of promoting equality and diversity through teaching.</p> <p>Experience of teaching at the levels of qualification applicable to the course. For example at level 1, 2, 3 or 4.</p> | <p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Good organisational and administrative skills, with experience of successfully planning, assessing and evaluating teaching and learning.</p> <p>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 Council.</p> <p>Basic proficiency in word processing, spreadsheet and presentation programs.</p> <p>Able to find websites and online resources; utilise them effectively in teaching and learning; share and keep</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application and Interview</p> <p>Application and Interview</p> |

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| <p>addresses for reference.</p> <p>Manage a Council email account, including receiving and responding to messages to individuals and groups. The ability to use teaching technologies provided, e.g. data projector, PC & interactive whiteboard.</p> <p>Know how to teach basic online safety through risk management (i.e. safety through education and awareness)</p> <p>Understand what a virtual learning environment is and the ways in which it can support learning</p> <p>Understand and deliver collaborative learning using technology to a good standard both online and face-to-face.</p> <p>Create, store, retrieve and share cloud-based resources, e.g. Google Drive; Microsoft Teams</p> | <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> |
| <p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to undertake evening duties on a regular basis and occasional weekend working as and when required.</p> <p>Willingness to work independently as well as with any relevant stakeholders</p> <p>Duties undertaken by this post will require the post holder to have a fully enhanced DBS</p> <p>Understanding of confidentiality issues and how this is observed and maintained</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p> | <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> |