

Job Description



Job Title: Sessional Teacher	Service Area: London Stadium Learning – Access and Infrastructure	
Directorate: DIRECTORATE Children and Young People's Services	Post Number: FROM TRENT	Evaluation Number: FROM HRMI SYSTEM
Grade: GLPC P05 41	Date last updated: August 2022	

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.

Overall Purpose of Job

This is a Teaching job that includes the following key activities:

- Work under the instruction/guidance of senior staff
- Supervise classroom and volunteers working supporting activities
- Develop and deliver exciting and inspiring educational activities and projects for Primary and Secondary age pupils as well as for adults
- Enable access to learning for child and adult participants including those who may have barriers to learning
- Assist the Manager in the organisation of pupils in the classroom or as part of outreach activities around the London Stadium, in the Queen Elizabeth Olympic Park or at another community venue
- Evaluate project outcomes and contribute to reports
- Undertake additional tasks in relation to the development of the centre such as rental use and business engagement

Job Context

London Stadium Learning is a high profile multimedia education centre based in the Queen Elizabeth Olympic Park at the London Stadium. The learning programmes involve the use of Apple Mac Computers and portable media devices, as well as the use of filming and/or other multimedia equipment. The curriculum is varied and often linked to the Stadium and Park events and journalism. The attending groups come from Primary and Secondary schools, Colleges and Universities as well as from a variety of community groups and organisations from across London Boroughs. We also welcome National and international visitors. The Centre hosts also a number of one off events with high profile guests – which may attract national media presence and coverage and engages with Businesses in the park to develop resources.

The working hours are varied and flexible, depending on the centre projects, bookings and events and the post holder's availability.

1. The post holder reports to Centre Manager of London Stadium Learning.
2. The post holder does not have line management or budget responsibilities.
3. The post holder will be required to work during evenings, weekends, school holidays and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. The post holder will be required to wear appropriate clothing according to the activity, as detailed by the senior staff prior to the event and following council policy.

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:

Delivery of educational programmes:

- To teach an appropriate range of courses linked to National Curriculum to a range of students KS2 upwards
- 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.
- To develop a range of teaching materials with a special focus in multimedia and film education, sports journalism and enterprise.
- To ensure that the right level of learning targets and support is given to every individual through a series of regular reviews, progress reports and completion of the Individual Learning Plans
- To ensure the full implementation of quality assurance processes and work pro-actively to secure constant *quality improvement* and student completion and achievement of the highest possible standards.

- To provide appropriate induction for each student which will include assessment of need and the creation of an individual learning plan.
- Continuously re-evaluate and develop the curriculum, ensuring that the content is relevant and current and meets the requirements of any relevant validating and awarding bodies.
- To meet all deadlines for the submission and marking of assessed work and to administer paperwork in relation to the attainment of qualifications.
- Assist with the supervision of pupils out of lesson times, including before and after sessions and at lunchtime.
- Lead and supervise staff and pupils on visits, trips and out-of-school activities as required.

Support for participants and colleagues:

- To contribute to the promotion of the welfare of students, keeping them informed of rights and responsibilities, health and safety requirements and student support services.
- To actively promote inclusive learning and observe equal opportunities' practices and procedures.
- To undertake appropriate training activity and contribute to service staff development activities within the council's appraisal scheme and the Extended Learning Services staff development plan.
- Supervise classroom and volunteers working supporting activities.
- To work as an effective curriculum, area and Service team member respecting the rights and interests of others.
- To participate in staff appraisal and lead development activities as required by the service and attend team meetings.
- To maintain an up to date knowledge of specialist subject area.
- Contribute to the overall ethos/work/aims of the Learning Centre
- Appreciate and support the role of other professionals.
- To maintain a high quality of customer service, contribute to the service publicity plan and undertake appropriate and public relations activities as required.
- To promote the service positively and enthusiastically at all times
- Liaise with partners and contribute as directed by the Manager

Management of resources, policies and administration:

- To work as directed by Head of Service within schools mainly in East London area.
- To maintain administration procedures as required including correspondence with educational organisations and adult participants where appropriate.
- To manage allocated resources, including the maintenance of appropriate records and producing statistical and other reports as required.
- Contribute to funding applications as required.
- To be willing to undertake duties during antisocial hours on a regular basis and occasional weekend working as and when required.
- Be aware of and comply with the Council policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required.
- Evaluate impact in relation to proposed outcomes from activities and contribute data to reports.
- To carry out any other duties that are in line with the purpose and grade of the job as may be required from time to time.

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.

CRITERIA	METHOD OF ASSESSMENT
<p>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.</p> <p>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.</p>	
<p>KNOWLEDGE: Post Graduate Certificate in Education or equivalent with good working knowledge of subject specialisms. Additional teaching certificates demonstrating skills acquired.</p>	<p>Certificate/s Application Form/Interview/Test</p> <p>Application Form/Interview</p>

<p>Excellent understanding of National curriculum and how to adapt it to project based learning</p> <p>Knowledge and understanding of the requirements of various and appropriate lead certification bodies</p> <p>Some knowledge of sports and/or film making</p> <p>An understanding of teaching extra-curricular learning activities desirable</p> <p>Basic understanding of child development and learning including those who may have barriers to learning</p> <p>Understanding of Special Educational Needs and how to develop appropriate differentiated resources</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> <p>Application Form/Interview</p>
<p>EXPERIENCE:</p> <p>Experience of working in a customer service role is desirable</p> <p>Experience of working with children and adults including those with barriers to learning</p> <p>Experience of devising individual training plans and recording students' progress in line with regular reviews</p> <p>Experience of directing students to the attainment of appropriate qualifications</p> <p>Experience of using apps and digital devices including Apple Macs and devices to enhance learning is desirable</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Excellent levels of written and oral communication skills</p> <p>Ability to develop high level training materials, including handouts, which are clear and understandable</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Ability to relate well to children and to adults regardless of their needs or backgrounds</p> <p>Ability to use Microsoft packages to support Centre administration</p> <p>Ability to support clients to use Centre ICT equipment including apple resources</p> <p>Good verbal and written English language skills.</p> <p>Sound people skills, and ability to relate and get on with everyone.</p> <p>High level of organisational skills, and ability to arrange the room to meet the client's needs.</p> <p>Ability to follow instructions</p> <p>Ability to work independently to set targets</p> <p>Ability to evaluate and identify student's learning needs with the teaching team, and to differentiate activities accordingly</p> <p>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to impart information to students in a manner conducive to their learning objectives</p> <p>Ability to act as a positive role model</p> <p>Ability to work in a team</p> <p>Ability to contribute actively in meetings, training and planning events to help the team and the centre to develop further</p> <p>Ability to reflect on your own practice and to accept positive criticism and to adjust your delivery based on these</p> <p>Ability to motivate and inspire reluctant learners</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Ability to manage stress and to prioritise work</p>	<p>Application Form/Interview</p>
<p>Ability to act as an inspirational leader instigating a right level of authority</p>	<p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work day-time as well as evenings and weekends to maintain service delivery.</p> <p>This post is subject to an enhanced DBS check and 2 references.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>