

London Borough of Havering Job Profile

Job Title: Sessional Teacher	Directorate: Social Care and Learning
Service/Section: Learning & Achievement, Havering Adult College	Post Number(s): Job Evaluation Number:
Grade: Sessional (various)	Date last updated: September 2017 Date of last Evaluation: December 2012

Main Purpose of the Job/Key Objectives:

To prepare and deliver teaching and learning that meets the individual needs of the learners and the service.

To support the learners throughout their learning programme, ensuring assessment records are kept charting entry point, all progress made and feedback provided.

Job Context:

1. The postholder reports to: Curriculum Development Manager
2. The postholder does not have line management responsibility, but will be required to supervise any classroom support that may be allocated to a course or learner to ensure progress and achievement.
3. The postholder will be required to work: Flexibly, and be able to work evening/daytime/weekends as applicable to the working pattern of the post.
4. The postholder has Financial/Resources responsibility for: any e-learning mobile equipment that may be allocated to support teaching, learning and/or administrative duties as appropriate. Teachers may have sole or shared responsibility and the allocated time may vary depending on the nature of the job. Resources remain the property of Havering Adult College at all times. The teacher is responsible for assessing the risk associated with the use of resources and report as required.

Experience

- Experience of teaching/training and managing a group /groups.
- Experience of working within the subject specialism..
- Awareness of relevant data systems that impact on the quality of teaching and learning (learner surveys, graded observations).
- Maintaining a full and current knowledge of the subject area and of developments in the sector that may impact on learning and learner progression.

Qualifications

- Full level 4 or 5 FE teaching qualification (such as the Cert. Ed, CTLLS, or 7407 Stage 3, DTLLS) dependant on role or the commitment to achieving Qualified Teacher Learning and Skills status (QTLS) as appropriate within 2 years of commencement of this post in keeping with national requirements.
- Level 2 numeracy and Level 2 literacy.
- Level 2 subject specific qualification (or equivalent experience) pertinent to the subject being delivered.

Working conditions/circumstances

- To undertake the annual minimum of 30 hours (pro-rata) Continuing Professional Development in keeping with the national requirements.
- Attend designated curriculum and team meetings, network events and standardisation events.

Key Accountabilities and Result Areas

Key Result Area	Expected End Result
Deliver formal scheduled teaching to young people and adults (14+) using a range of engaging and appropriate methods. Produce and use effective up-to-date learning and assessment materials including e-learning as appropriate. Discussing with your Curriculum Development Manager the proposed purchase of equipment and materials to support the learning process.	Preparation and delivery of a high standard of teaching and learning
Ensure high rates of attendance, retention and achievement in line with any targets set.	Attendance, retention and achievement targets met
Undertaking and recording of initial, formative and summative assessments. The provision of feedback and support to learners that enables continuing progress and achievement – referring, where appropriate, to the Curriculum Development Manager for further advice and/or guidance.	All learners in receipt of assessments and relevant feedback
Maintain records of learner attendance, induction, learners' satisfaction and course evaluation.	Accurate records produced
Ensuring compliance with awarding body and organisational requirements including internal and external verification processes.	Awarding body and organisational requirements met
Developing reflective practice and participating in the	Compliance with service

observation of teaching and learning as part of the quality assurance infrastructure. Maintaining a comprehensive teaching file in accordance with the service quality assurance procedures that includes: • A scheme of work following the college format. • Session plans (including evaluations) following the college format. • Records of initial assessment, learner progress and achievement and any other RARPA related evidence. • Course evaluations. Completing mid and end of course reviews and evaluations and self-assessments in accordance with service quality assurance procedures.	quality assurance procedures in all respects
Comply with the service's health and safety policies relating to own safety and that of learners, colleagues and visitors Ensuring the safety and welfare of children, young people and vulnerable adults in compliance with national and local safeguarding policies. Referral where appropriate of those in need of pastoral support.	The health, safety and welfare of learners and staff is ensured.
Demonstrating a positive commitment to and undertaking of staff development activities as required to update skills and meet College needs.	Required activities completed and skills up to date.
Contributing to the marketing and promotion of courses offered; attending marketing and promotional events, information, advice and guidance and enrolment sessions as and when required.	Specific course details and information documents produced; attendance at sessions and events as required

Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Communicating openly and effectively	B	• Considers in advance the differing needs of others and adapts style accordingly, using appropriate language and methods of communication • Communicates clearly and influences well under pressure, using a range of methods to influence others eg. explains benefits and willingly gives and shares relevant information with others • Summarises information to check understanding • Expresses thoughts and ideas clearly and consistently and objectively discusses options • Approachable and responsive to people's needs
Delivering excellent customer service	B	• Proactively gathers information about customers and consistently seeks to establish and meet their current and future needs • Analyses and understands delivery and range of services, providing solutions to individual customer needs • Develops and maintains constructive relationships with customers • Takes pride in delivering high quality services and seeks to expand own skills • Constantly questions "how will this benefit the customer?" • Seeks customer feedback to identify ways to improve customer experience
Achieving Results and Success	B	• Assumes personal responsibility for achieving outcomes and making appropriate decisions and is considerate of others and their contributions • Monitors and evaluates own performance against targets • Develop new ways of working to achieve results • Demonstrates high personal standards as an example to others and delivers what they agree • Is consistently positive and remains focused and flexible when faced with competing demands and priorities • Allocates time and resources to reflect priorities • Seeks information to aid decision making
Respecting Others	B	• Acknowledges and values the positive contribution that everyone can make • Demonstrates integrity at all times • Considers impact of own actions and tries to cater for the differing needs of others • Acts as a role model sets a personal example of good equalities practice at all times

		• Challenges inappropriate and discriminatory behaviour • Understands different learning and personality styles and preferences • Respects confidentiality wherever appropriate • Acts upon concerns about discrimination or inequality of opportunity • Applies consistent standards of service and response
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Additional Requirements:

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- Comply with Health and Safety Regulations associated with your employment.
- Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- You may be required to work at any Council site.
- Demonstrate a flexible approach in the delivery of work within the service area. Consequently, the postholder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.