

KNOWSLEY COMMUNITY COLLEGE

JOB DESCRIPTION



JOB TITLE: Teaching – Sessional Lecturing

JOB PURPOSE:

To contribute to the delivery of a high quality educational experience for all students delivering in a way that that is responsive to their needs and to the highest quality and standards of customer care.

RESPONSIBLE TO:

Head of Faculty
Section Manager

OTHER RELATIONSHIPS:

Course coordinators
Personal Tutors
Learner Services
Marketing team
College staff and external stakeholders
Students, Parents, Cares & External Agencies

DUTIES & RESPONSIBILITIES:

1. To devise and deliver teaching sessions with appropriate teaching and learning strategies, resources and assessments.
2. To ensure and enhance the quality of the students learning experience on the programme.
3. To deliver outstanding, focussed and interesting lessons.
4. To maintain attendance registers and update as required.
5. To complete registration documentation and monitor students attendance and achievement in line with College systems and procedures.
6. To register students with awarding body as required.
7. To rigorously monitor student's performance to ensure high success rates.
8. To contribute to and participate in quality assurance improvements initiatives as appropriate.
9. To review and evaluate lessons with a view to continuous improvement.
10. To undertake record keeping and administration associated with course requirements.
11. To contribute to the tutorial guidance and support process for students.
12. To contribute to marketing activities, including liaison with outside organisations, attendance at parent's evenings and marketing events.
13. To participate in guidance interviews, enrolment and induction for the programme.

14. To Support the curriculum Programme Leader by providing information necessary for College operations. Review performance of programme against set targets
15. Carry out all duties with due regard to Health and Safety Regulations
16. To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
17. To Participate in Designated Safeguarding training

OTHER ACTIVITIES:

Participate in staff development activities in consultation with Line Manager.

Identify own training needs.

Other duties compatible with the post, as defined by the Principal or her representative.

Actively promote Equality and Diversity, College Values and the Safeguarding Policy.

SPECIAL CONDITIONS:

Must be prepared to work at any of the College centres and travel between centres when necessary.

Must be prepared to work “off-site” if appropriate to the College business.

Prepared to work flexibly.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitments

KNOWSLEY COMMUNITY COLLEGE - PERSON SPECIFICATION

POST:	Teaching – Sessional Lecturing
*Method of Assessment:	AP = Application Form, AS = Assessment, IN = Interview, PR = Presentation

	ESSENTIAL	DESIRABLE	*M.O.A
Experience & Knowledge:	Current experience in relevant subject area Experience of working with learners in a teaching or training environment	Experience in working in an educational/training environment	AP IN
Skills:	Experience of developing teaching / learning / training materials Clear verbal communication skills Clear written communication skills Skilled in planning and delivering innovative training/lessons Skilled in managing the learning process and the ability to motivate learners Demonstrate good interpersonal skills Ability to develop resource materials Skilled in the use common software such as email, word processing and spreadsheets.	Current commercial/ vocational work experience Experience of differentiating with learners of different abilities Pro Solutions, Pro Monitor, Pro Achieve and Pro Observe	AP IN AP IN IN AP AP IN IN AP IN AP IN
Attributes:	Flexible attitude to daily routines and working hours Demonstrate a Commitment and understanding of excellent teaching learning and assessment practice to excellence in the classroom Commitment to continuous improvement in quality provision and delivery Able to work effectively in a team		AP IN AP IN AP IN AP IN
Academic / Professional:	Minimum Level 3 qualification in subject area Qualification demonstrating effective use of English Language	Teaching/Training Qualification e.g. Cert Ed/PGCE or equivalent Post graduate degree Teaching qualification in HE	AP IN AP IN AP IN
Travel:	Must be prepared to work and travel between College sites or other sites appropriate to the College business	Current driving licence. Own transport	IN
Equality & Diversity:	Must be sensitive to matters relating to discrimination in terms of race, gender, age, disability and sexual orientation with particular reference to delivery of the curriculum		IN
Other:	Suitable to work with young people and vulnerable adults in accordance with guidelines for Safeguarding		IN