

Job Description and Person Specification

Post: Arithmetic Teacher in Further Education

Line Manager: Programme Leader – Further Education

Curriculum Area: Access to Higher Education (Arithmetic)

Salary: £31.35 per hour

Enhanced teaching and learning skills are required to enable learners to achieve their full potential.

The Core Purpose of the Post:

- Teach on online, blended and classroom-based Access to HE required.
- Complete assessment and feedback for students.
- Actively promote programmes to increase student recruitment.
- Comply with all quality assurance and improvement processes.

Main Responsibilities:

1. Teach on courses within Access to HE
2. Undertake the monitoring and evaluation of course programmes including seeking student feedback at different stages of the course, in order to ensure improvements in quality.
3. Keep accurate records including registers, records of work, student reports and student assessment outcomes.
4. Undertake the associated administrative aspects of the courses and programmes.
5. Comply with or contribute to the QA assurance and improvement
6. Actively advance and promote equality and diversity across the curriculum and comply with the Government's Prevent and Safeguarding requirements.

DATA PROTECTION AND CONFIDENTIALITY

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

EQUAL OPPORTUNITIES

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the College.

HEALTH AND SAFETY

The post holder will be required to:

- Promote health, safety, and welfare throughout the College.
- Undertake their duties and responsibilities in full accordance with the College's Health & Safety Policy and Procedures.
- Take responsible steps to safeguard their own safety and that of others with whom they work.

PERSON SPECIFICATION

POST Tutor in TU Education

LINE MANAGER Programme Leader - TU Education

CURRICULUM AREA TU Education

Criteria	Essential	Desirable	Evidenced by
<p>Professional Knowledge & Experience</p>	<p>Teaching qualification</p> <p>Experience of teaching on Further Education courses at Level 3 Proven experience of teaching across programmes and courses.</p> <p>Proven experience of professional development in terms of learning, teaching and assessment.</p> <p>Proven experience of quality enhancement in terms of the student experience.</p> <p>Proven experience of delivering classroom, online or blended learning.</p> <p>An enthusiastic, innovative and flexible approach to classroom, online learning, teaching and assessment.</p>		<p>Original Certificates</p>
<p>Planning & Development</p>	<p>Experience of working towards & meeting deadlines.</p> <p>Proven experience of developing and maintaining learner records.</p>		<p>Interview & References</p>

<p>Communication & Interpersonal Skills</p>	<p>The ability to work effectively in a team.</p> <p>The ability to be a supportive personal and academic tutor.</p> <p>Effective communication skills</p>		<p>Interview & References</p>
<p>Responsibility for Resources</p>	<p>The ability to collate and record accurate and relevant information.</p> <p>Proficiency in the use of information technology, including gsuite, google classroom, or other such technology; or willingness to undergo training</p> <p>Good organisational and administrative skills.</p>		<p>Interview & References</p>