



JOB DESCRIPTION

POST:	Upholstery Lecturer (part-time) for Adult Learning & Skills – Course in Fordingbridge area.
GRADE:	Main Lecturer Payscale, Points 1-2 £19.21 - £20.33 per hour
SALARY:	On a point within the range. Salaries are reviewed annually.
DATE:	January 2019
PURPOSE OF THE POST:	To continually improve the learning experience and achievement of Adult students through effective teaching and course coordination
RESPONSIBLE TO:	Area Organiser

The postholder will be required to:

TEACHING AND LEARNING

1. Teach on courses as agreed with the Area Organiser.
2. Mark registers and provide schemes of work.
3. Work closely with the Area Organisers, particularly with regards to the recruitment, monitoring and progression of students.
4. Pay due attention to the principles of inclusive learning including:
 - individual learning styles;
 - support for students with learning difficulties and disabilities;
 - extension resources/activities for students of higher ability;
 - General resources, including the use of Information Learning Technology.
5. Contribute to the design, delivery and future planning and development of the curriculum.
6. Contribute to the teaching/learning resource bank for the relevant subject/course.
7. Maintain an up-to-date knowledge of developments in the relevant subject/course.
8. Attend relevant Enrolment/Open Events as appropriate, in consultation with the Area Organisers.

QUALITY ASSURANCE

9. Promote the sharing of good practice in the development of teaching methods and strategies.
10. Participate in the College's Lesson Observation Scheme.
11. Participate in staff development and training.
12. Maintain an up-to-date knowledge of subject/course developments.

OTHER

Undertake such duties as may be reasonably requested from time to time.

The Postholder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, eg a change of name or address, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

PERSON SPECIFICATION

JOB TITLE: Upholstery Tutor (part time claims tutor)

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS / ATTAINMENTS	Professional qualification in relevant subject area Appropriate teacher training qualification – OR working towards this which can be done whilst teaching the course	
EXPERIENCE REQUIRED	Successful track record of teaching adults or a desire to teach and obtain the relevant qualification. .	
SPECIAL KNOWLEDGE OR TRAINING	Knowledge and understanding of current developments in the relevant curriculum area Knowledge of appropriate health and safety requirements Knowledge of appropriate methods of involving adult students in feedback on their courses	
ABILITIES, SKILLS & PERSONAL QUALITIES	Flexibility Effective communication skills Evidence of working towards and achieving personal targets Good administrative and organisational skills Supportive and positive approach to teaching Good-humoured, energetic and enthusiastic Ability or willingness to use Information Learning Technology and other IT applications	
RELATIONSHIPS	Excellent interpersonal skills Able to relate well to learners of all abilities and to assess learner needs Able to work well with, motivate and lead colleagues	
MOTIVATION	Empathy with and strong commitment to meeting the needs of individual students Commitment to the mission and values of the College Willing and able to promote, manage and monitor activity	
SPECIAL CIRCUMSTANCES	Flexible working hours including evening work and travel between sites	