**Sessional IT Tutor**

**School of Care and Education Studies**

**Ref: 17.01**

**1. The Appointment**

**There’s never been a more exciting time to join West Nottinghamshire College Group.   West Nottinghamshire College Group has grown form a local college to an international organisation with a reputation for dynamism and success.   The college group is made up of a number of separate companies all with education and training to the very highest level at their heart.**

We embrace and encourage all those who are driven to better themselves, achieve their goals and reach new heights. Outstanding resources combined with exceptional tutors and student support means that whatever your ambition, we can help you to achieve it.

**The college is widely-regarded as one of the most successful colleges in the country, based on students’ results, Ofsted inspection and reputation.  Each year approximately 3,500 young people choose to continue their studies with us either as an apprentice or full-time student, a further 600 choose to undertake a university-level qualification with us and around 2,000 adult students.**

**JOINING OUR JOURNEY**

When you join our College, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Childcare Voucher Scheme
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Staff recognition awards
* Free car parking
* On-site Butterflies Day Nursery (Derby Road)
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**ABOUT YOUR TEAM**

The college is looking to appoint an IT Tutor within the School of Care and Education Studies and will report directly to the Curriculum Manager.

**ABOUT THE ROLE**

The post holder will be responsible for delivering the Diploma for IT Users to a group of Level One learners. Candidates should have experience of delivering IT courses to Level 1 learners and the ability to work as part of and lead a team.

The ideal candidate will be required to teach basic IT and be qualified in IT to at least Level 3 and hold a recognised Teacher Training qualification (or be willing to obtain one within two years of appointment). You will need to be self-motivated and possess excellent organisation, interpersonal and communication skills.

Appropriate training will be provided for the successful candidate as part of an individual continuous professional development plan.

This is a sessional contract for two days per week which will be Thursday and Fridays.

The role will require you to take on and work to the college’s values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. To co-ordinate and deliver the Level 1 Diploma for IT Users in the Department of Care and Education.
2. To carry out initial assessments and report on the outcomes to relevant Curriculum Team Leader and Programme Co-ordinators.
3. To negotiate Individual Learning Plans with Learners, which identify targets.
4. To work with Curriculum Managers and other tutors to develop best practice in learning, teaching and assessment to ensure quality, and to provide a positive learning experience.
5. To comply with procedures for reporting and monitoring of attendance, retention and achievement of Learners.
6. To contribute to continuous professional development.
7. To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.
8. To implement quality procedures contributing to thorough, evaluative course reviews, which feed into the Self-Assessment.
9. To comply with and develop the Internal Verification process required for the Awarding Body.
10. To co-ordinate, design, deliver and develop programmes of study for groups of learners in the College.
11. To assess learners according to established guidelines.
12. To design, develop and monitor resources for learner use.
13. To act as personal tutor to a group/s of learners and co-ordinate tutorial support liaising with subject tutors.
14. To maintain appropriate standards of learner behaviour.
15. To work flexibly as directed by the line manager.
16. To attend relevant team meetings.

**2.2 Other Responsibilities**

a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work and also including the Equal Opportunities policies and procedures.

b) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques.

c) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

d) To present and promote an appropriate public image in representing the college.

e) To undertake any other duties which may reasonably be regarded as commensurate with the responsibilities of the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| Have a teaching qualification e.g. Cert Ed / PGCE or willing to work towards | 🗸 |  |
| Communication minimum Level 2 | 🗸 |  |
| Communication minimum Level 3 and above |  | 🗸 |
| Numeracy Level 2 | 🗸 |  |
| IT Level 3 | 🗸 |  |
| IT Level 4 |  | 🗸 |
| Experience |  |  |
| Planning and delivery of stimulating and effective learning opportunities | 🗸 |  |
| Experience of engaging groups of learners effectively | 🗸 |  |
| Experience of maximising individual and group achievement | 🗸 |  |
| Curriculum development |  | 🗸 |
| Skills /Knowledge |  |  |
| Excellent ICT and ILT skills | 🗸 |  |
| Ability to work with learners from a variety of backgrounds and with a variety of needs | 🗸 |  |
| Excellent organisational, administrative and interpersonal skills | 🗸 |  |
| Ability to meet deadlines and the capacity to work flexibly and sometimes at unsocial hours | 🗸 |  |
| Clean driving licence and use of a car |  | 🗸 |
| Qualities/Approach linked to college values |  |  |
| Good team player, able to work with colleagues to develop best practice | 🗸 |  |
| Real personal commitment to equal opportunities | 🗸 |  |

**4. Position within the College**

The post-holder will be part of the School of Care and Education Studies and will report to the Curriculum Manager.

**5. Terms & Conditions**

1. The post is offered on a West Nottinghamshire College Sessional Delivery contract.
2. The salary will be £18.44 per hour with an additional payment made each month for the annual leave entitlement that is accrued in that month.
3. You will be required to work hours as agreed and detailed on your sessional contract.
4. The College operates a contributory Average Salary Pension Scheme.
5. The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principle place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm Monday 30th January 2017.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position**