

Sessional Teacher: Digital skills and or Functional skills

Adult and Community Learning

Variable part time hours

Ref 21.25

1. The Appointment

This is a great opportunity for a dynamic and professional individual qualified in Digital skills and/or Functional skills to join a forward thinking College to develop and teach to groups of learners from across college in our adult and community learning team based at Chesterfield Road / in the community. Hours will vary depending on cohort sizes.

This is an exciting opportunity to work with a dynamic team to support Adult learners to gain a variety of new skills.

You will need to possess a teaching qualification and have a good knowledge of and professional experience within teaching. You will have excellent interpersonal, communication and administrative skills showing a flexible and professional attitude. You will need to be confident teaching on Microsoft Teams.

It is essential that you have the ability to build positive relationships, displaying excellent communication, organisational skills and administrative skills demonstrating a flexible and professional attitude.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To design, plan, and deliver Digital skills and/or Functional skills lessons ensuring a high quality learning experience is provided that supports learners to at least achieve their minimum target grade.
- b) To assess learners according to established guidelines and attend team meetings to review learner progress, agree specific interventions and agree changes to learning, teaching and assessment to ensure that performance of all learners continually improves.
- c) To develop best practice in learning, teaching and assessment, ensuring standardisation and a high quality learning experience.
- d) To promote and monitor the attendance, retention and achievement of learners on a continuous basis, ensuring that all appropriate documentation is completed, readily available and in line with College procedures.

- e) To keep up-to-date with current initiative and developments within further education.
- f) To implement quality procedures, contribute to evaluative quality assurance reviews and the self-assessment process.
- g) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- h) To maintain appropriate standards of learner behaviour.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
Relevant degree qualification		✓
Level 3 (minimum) qualification in Digital skills and/or Functional skills	✓	
Level 2 (minimum) qualification within English and Maths	✓	
Experience		
Recent and relevant experience of delivering Digital Skills and/or Functional Skills in an educational sector	✓	
Evidence of delivering high quality and effective learning experience	✓	
Evidence of providing learning to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Skills /Knowledge		
Demonstrate knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	

	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Ability to plan and prioritise	✓	
Good time management skills	✓	
Excellent administrative and organisational skills	✓	
Able to work as part of a team	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that do not work for customers.	✓	

4. Position within the College

The post-holder will report to the Head of Department: Adult and Community Learning.

5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Sessional Delivery contract.
- b) The salary will be £19.00 per hour with an additional payment made each month for the annual leave entitlement that is accrued in that month.
- c) You will be required to work hours as agreed and detailed on your sessional contract.
- d) The College operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- e) 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 on Thursday 1st July 2021**.

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 expect all staff to share this commitment. This post is subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

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