**SELBY COLLEGE**

**JOB DESCRIPTION**

**POST OF CASUAL TUTOR**

**JOB PURPOSE**

The post holder will contribute to the delivery of A Level or GCSE within their area of specialism. The key responsibility is to ensure excellence in teaching, learning and assessment to maximise student progress.

**CURRICULUM MANAGEMENT & DEVELOPMENT**

1. Through teaching, contribute to the development of the curriculum area according to specialism including the planning of teaching and learning, and the preparation of learning materials, student assessments and technology-based resources.
2. Embrace the College digital strategy and effectively deliver both synchronous and asynchronous learning, incorporating the principles of the “Selby Way”.
3. Effectively and efficiently undertake the administrative tasks required by internal systems and external bodies.
4. Assess, monitor, review and evaluate student progress, keeping accurate records of assessments and using college reporting systems as directed.
5. Ensure a professional, organised, clean, safe and stimulating environment is created and maintained.
6. Support and encourage students towards success working with Guidance & Support Tutors and other staff.
7. Assist in the development of new programmes.
8. Contribute to the development of links with schools and other partnership arrangements including links with external bodies.
9. Develop own teaching resources and maintain effective links across College for use of any specialist resources.
10. Take responsibility for the accuracy of registration/certification for the course/subject and liaise with the SAM, Examinations Department and external awarding bodies as appropriate
11. Continually update own professional development.
12. Carry out Quality Assurance procedures and Health & Safety procedures in line with College policies.
13. Work flexibly to cover staff absence to ensure the continuation of programmes.

**QUALITY ASSURANCE**

\* Implement and contribute to the development of the College’s Quality Assurance systems

**HUMAN RESOURCE MANAGEMENT**

\* Team participation: plan to ensure team responsibilities are discharged as effectively as possible

**FINANCIAL & RESOURCES**

\* Request support from budgets for teaching aids and equipment relating to courses to the Subject Area Manager.

\* Develop resources for the course/subject and maintain effective links across College for resources, including effective use of budgets.

\* Liaise with the Subject Area Manager or programme leader over planning and timetabling issues.

**MARKETING & COMMUNICATION**

\* Engage in marketing activities as requested by the line manager.

\* Assist in the promotion of the College and recruitment for full and part time courses

\* Work hard to promote a professional and positive image of the subject area.

**RESPONSIBLE TO**

Subject Area Manager/Programme Leader

# TERMS & CONDITIONS

# Hours: Variable

**Salary:** £14.48 to £20.90 per hour depending on candidate

Lecturers employed on a casual basis are paid an hourly rate and claim hours on a month by month basis. The hourly rate is inclusive of holiday pay which is calculated in relation to the total hours worked.

### GENERAL

1. Implement the College's current Quality Assurance systems.
2. Participate in staff training, development and appraisal systems to enhance personal performance and organisation effectiveness.
3. Adherence to College Policy on Equal Opportunities and Health and Safety.
4. Team participation: all members of teams are required to contribute to ensure team responsibilities are discharged as effectively as possible.
5. Work flexibly to meet the needs of the customers.
6. Any other duties appropriate to nature and grade of post.

**NOTE**

This Job Description is current as at June 2021. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**PERSON SPECIFICATION**

**Essential** **Desirable**

|  |  |  |
| --- | --- | --- |
| Qualified in specialism to a minimum of Level 3  Teaching qualification (or willingness to work towards) | X  X |  |
| Teaching experience post 16  Successful teaching of A level/GCSE in specialism  Ability to contribute effectively to the delivery other programmes as required, including Access  A level examining experience  Course management experience | X  X | X  x  x |
| Enthusiasm and empathy in working with post 16 students | x |  |
| Understanding of current developments in post  16 education |  | x |
| Positive attitude to flexibility, change and innovation | x |  |
| Excellent teaching and learning skills | x |  |
| Highly organised and self-motivated | x |  |
| Team player | x |  |
| Reliability | x |  |
| Use of IT and teaching technology | x |  |