

Sessional Instructor New Directions College

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Job Description

Job Title Sessional Instructor

Location Various New Direction sites within Reading.

Grade/Salary Range £20 per hour

Service/Directorate Economic and Cultural Development
Directorate of Environment and Neighbourhood Services

Job Purpose

To deliver high quality education through effective teaching, learning and assessment within area of expertise.

Designation of Post and Position within Departmental Structure

The post reports to the Arts, Leisure and Wellbeing Learning Manager.

Curriculum Area / Subject Specialism

Instructors deliver our arts, leisure and wellbeing courses and will have a range of subject specialism/areas of expertise.

Main Duties and Responsibilities

1. To plan and deliver sessions that demonstrates professional expertise in specific specialism and individual learner progress and acquisition of new skills.
2. Where appropriate, complete relevant paperwork that recognises and records achievement and progress of individual learners.
3. To work with the Learning Manager to make sure there are good and effective resources available to deliver provision.
4. To write course descriptions/course information sheets and assist Learning Manager with recruitment of learners to provision.
5. To deliver effective induction activities that help learners settle into their course, understand the Learning Charter and to understand what the College can offer all learners.
6. To encourage regular learner attendance through an engaging learning experience. Mark online registers and follow up learners who do not attend.
7. Encourage and support all learners to participate in providing feedback to the College through the completion of surveys.

Information and Advice

To familiarise yourself with the College offer to be able to provide appropriate information and advice to help learners transfer or progress to the most appropriate course.

To be aware of New Directions provision of additional learning support, initiate additional learning support procedures and assist in the monitoring and evaluation of additional learning support.

All Tutors with New Directions have to work in accordance with the New Directions Quality Assurance Policy, Teaching and Learning policy, Training and Development Policy, Customer Care Policy, Health

and Safety Policy as well as its Equal Opportunities Policy and Disability Statement.

All these documents may be obtained from New Directions and are given to all new Tutors as part of their Delivery Handbook which is issued at induction. All staff working for New Directions are Reading Borough Council employees.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post Enhanced with Barred List Checks

<i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i>	Yes
<i>If *, does the post require a check against the list of people barred from working with children?</i>	Yes
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	Please Specify
<i>Is this post “politically restricted”?</i>	NO
<i>Responsibility for Health & Safety:</i>	LEVEL 2
<i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i>	This post is responsible for ensuring that Risks associated with managed projects are identified, monitored and mitigated against as an integral part of project planning and delivery.
<i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above</i>	None

Person Specification

Qualifications/Education/Training

- Has appropriate qualifications, skills and experience within subject specialism
- Has or would consider working towards an Award in Education and Training
- Has a demonstrable continuous professional development record and an ongoing commitment to CPD

Experience

- Has experience of delivering learning to adults
- Has experience of sharing skills and competencies in the given specialism with others
- Has experience of using RARPA as a framework for recording outcomes
- Experience of creating learning resources
- Experience of providing information, advice and guidance to adult learners
- Experience of delivering learning using virtual learning environments

Professional Standards

PROFESSIONAL SKILLS

1. Motivate and inspire learners to promote achievement and develop their skills to enable progression.
2. Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment.
3. Promote the benefits of technology and support learners in its use.
4. Address the mathematics and English needs of learners where appropriate and work creatively to overcome individual barriers to learning.
5. Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

1. Maintain and update knowledge of your subject
2. Maintain and update your knowledge of educational research to develop evidence-based practice.
3. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
4. Evaluate your practice with others and assess its impact on learning.
5. Manage and promote positive learner behaviour.
6. Understand the teaching and professional role and your responsibilities.

PROFESSIONAL VALUES AND ATTRIBUTES

1. Reflect on what works best in your teaching and learning to meet the diverse needs of learners.
2. Evaluate and challenge your practice, values and beliefs.
3. Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge.
4. Be creative and innovative in selecting and adapting strategies to help learners to learn.

5. Value and promote social and cultural diversity, equality of opportunity and inclusion.
6. Build positive and collaborative relationships with colleagues and learners.

Additional requirements and information

- You will deliver from a range of venues around Reading and may also deliver learning online using blended learning techniques. It is desirable for instructors to have a driving licence and access to a car.
- Instructors will be asked to deliver sessions during the day and during the evening. The College is open on a Tuesday, Wednesday and Thursday evening between the hours of 6.45 - 9.30pm.
- All staff will need to participate in annual Safeguarding and Prevent Training and a minimum duration of continuous professional development.
- Sessional staff will be paid to attend meetings and development sessions and will receive £9.80 per hour for this work
- Sessional staff will be paid for 'development time' as directed by their line manager. This may involve working on a specific project to develop a course or new course ideas. Sessional staff will be paid £14.99 per hour for this work.
- All student contact time will be paid at a rate of £20per hour. This is an inclusive rate of pay which includes planning and preparation time. Sessional staff can only claim hours for timetabled activities.
- Please see terms and conditions of employment for more information.