

Job Description

Job Title:	Hourly Paid Teacher in Childhood Studies (Remote Delivery)
Responsible To:	Adult Community, Projects and Delivery Manager
Line Management of other staff:	No
Location:	Remote Delivery
Salary:	£25.00 - £27.26 per hour
Date of last review:	September 2024

Purpose Statement:

To teach and assess further education programme subjects associated with the education sector (for predominantly adult learners).

To delivery high quality programmes remotely using on-line classroom packages.

Main Duties & Responsibilities:

1	To prepare teaching/learning materials.
2	To conduct teaching/learning and assessment activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline, and liaising with other stakeholders where required.
3	To set, mark and record relevant coursework and assessments.
4	To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.
5	To contribute to the work of subject and programme teams, committees and boards, as appropriate.
6	To, at all times, maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met.
7	To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programme.
8	To contribute to the development of curricula and specialist facilities within the department.
9	To actively promote the Institute's programmes, assist with promotional events, careers events and similar marketing and publicity activities.
10	To maintain and extend links with external organisations as appropriate.

11	To participate in the college's performance and development review scheme.
12	To develop and update personal professional expertise in the relevant subject areas.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title:

 Hourly Paid Teacher in Childhood Studies
(Remote Delivery)

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Assessor/Verifier Awards		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of working with children within a learning setting.	✓		A
Experience of working in a primary school.		✓	A
Experience of working within an FE environment.	✓		A
Teaching experience.	✓		A / I
Course leadership experience.	✓		A / I
Knowledge and experience of curriculum development.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Excellent interpersonal, oral and written communication skills.	✓		I
Empathy with vulnerable adults.	✓		I
High commitment to providing quality teaching and the ability to stretch and inspire candidates during learning.	✓		I

Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
Proactive approach to work and the willingness to take on new and challenging tasks.	✓		I
Able to work without supervision.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test