**Job Description**

**Post title:** Salaried Tutor - English

**Responsible to:** Curriculum Manager

**Salary:** WMCT Payscale A1-A10 (£26,638 to £33,297)

**Purpose of Job:**

To deliver outstanding English provision at the College ensuring that achievement and the student experience are exceptional.

**Main Duties and Responsibilities:**

1. Teach an agreed allocation of teaching hours per year including associated preparation and marking and develop and implement teaching strategies which ensure learners are successful and have an outstanding learning experience.
2. Ensure schemes of work, lesson plans and individual learning plans are completed to a high standard.
3. Design and prepare high quality learning materials.
4. Ensure e-learning and digital resources are used effectively to facilitate learning.
5. Monitor attendance, punctuality and retention in all classes to seek to ensure it is above target.
6. Assess students, including initial, diagnostic, formative and summative assessments, internal verification and supervision of examinations.
7. Comply fully with RaRPA processes for non-accredited provision.
8. Contribute to college curriculum development.
9. Work with the Curriculum Manager to ensure departmental resources are of high quality.
10. Undertake staff development, staff appraisals and attend staff meetings as required and requested.
11. Keep records up-to-date, including the completion of registers and other required documentation.
12. Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
13. Participate in enrolment and initial assessment ensuring that potential students receive accurate information and guidance.
14. Model excellent practice in teaching and management of your classes and learners and provide support and mentoring as required to colleagues.

**General**

1. Comply with and actively promote all College policies with full regard for equalities, health and safety and safeguarding requirements.
2. Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
3. Be a role model of excellence and professionalism for all staff and students.
4. Perform other duties as may be required by the Curriculum Manager to ensure the efficient functioning of the College.
5. Salaried teaching roles will require teaching on Saturdays or evenings; this will be discussed with you at interview.

**Other Duties and Responsibilities:**

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate as of June 2022 but is subject to change and development in line with the needs of the College.





**PERSON SPECIFICATION – Salaried Tutor – English**

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Method of Assessment**  A - Application form  I - Interview  T- Test |
|  | **Qualifications** |  |  |  |
| 1 | Teaching qualification (PGCE or equivalent) with English (i.e. Literacy) Subject Specialism |  |  | A |
| 2 | English qualification at least Level 3, Maths qualification at Level 2 |  |  | A |
|  | Experience |  |  |  |
| 3 | Teaching English (i.e. Literacy) to adult learners |  |  | A/I |
| 4 | Successful experience of use of digital tools to enhance teaching and learning within the classroom and to extend learning beyond the class |  |  | A/I |
| 5 | Up-to-date knowledge of Curriculum and exam requirements for Functional Skills English |  |  | A/I |
| 6 | Up-to-date knowledge of Curriculum and exam requirements for GCSE English |  |  | A/I |
| 7 | Promoting equality and diversity through teaching |  |  | A/I |
|  | Knowledge, skills and abilities |  |  |  |
| 8 | Ability to use a range of teaching, learning and assessment strategies currently considered good practice |  |  | A/I/T |
| 9 | Ability to support students’ individual needs, enabling them to make progress |  |  | A/I/T |
| 10 | Understanding of the needs and interests of adults engaging in learning and of those who face barriers to employment |  |  | A/I/T |
| 11 | Strong IT skills and an ability to develop innovative ways of delivering online and blended learning |  |  | A/I/T |
| 12 | Understanding of the importance of retention and achievement and of a range of strategies to maximise these |  |  | A/I/T |
| 13 | Excellent written and verbal communication skills |  |  | A/I/T |
| 14 | Proactive and self-motivated |  |  | A/I/T |



**APPLICATION AND PROCESS**

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work.

Good luck and we look forward to receiving your application.

**How to Apply**

To apply, please visit our jobs page on our website and apply online:

<https://ce0436li.webitrent.com/ce0436li_webrecruitment/wrd/run/etrec106gf.display_srch_all?wvid=5921542Fsu>

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

**Closing Date**

26th June 2022

**Interviews and assessment**

Interviews and assessment will be held on 1 July 2022

Candidates who are shortlisted for interview will be asked to perform some tests prior to the interviews.

**Further information**

To find out more about this role, please contact

Human Resources on: 020 7255 4728

or by email: recruitment@wmcollege.ac.uk