

The Northern College

Job Description

Post Title:	Sessional Tutor
Hourly Rate:	£23.65 for delivery
Responsible to:	Curriculum Manager
Work arrangements:	Variable Hours - As and when (including evenings and weekends)

Purpose of the Role

To be responsible for the delivery of high quality teaching, learning and assessment in line with the Education Inspection Framework.

Main Duties

- 1 To plan, deliver and assess high quality teaching, learning and assessment, face to face and / or online.
- 2 To assess, record and report on student progress using the College's student review and marking polices.
- 3 To report on student attendance, in line with the College Attendance Monitoring Procedure.
- 4 To ensure the timely completion of all documentation required in association with teaching, learning and assessment and College expectations.
- 5 To highlight any student performance that falls below the expected standard to the relevant area Lead Tutor.
- 6 To participate in the review and evaluation of delivery in order to drive improvements.
- 7 To promote the integration of English, Maths and digital across allocated courses.
- 8 To work within College quality assurance procedures and the requirements of accrediting bodies / RARPA as detailed by the Lead Tutor / Curriculum Manager.
- 9 To participate in quality improvement activities, meetings or working groups as agreed with the area Curriculum Manager.
- 10 To participate in the design and development of new teaching and learning materials, including those required for blended and online delivery as agreed with the area Curriculum Manager.
- 11 To observe all college policies, procedures, working practices and regulations, and in particular to comply with the College's Equality and Diversity policy, Health and Safety policy, Financial Regulations, Safeguarding policy and Code of Conduct.
- 12 Promote effective communication and open dialogue with others.
- 13 Demonstrate a commitment to self-development and undertake professional development as required and contribute to the achievement of College objectives.
- 14 Undertake any training and development deemed relevant to the post.
- 15 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or a senior leader acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date: