

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	Hourly Paid Lecturer in Counselling.
Contract:	Temporary / Hourly Paid.
Hours:	Variable – Up to 35 hours per week.
Reporting to:	Curriculum Manager.
Salary:	£26.83ph - £28.47ph (depending on qualifications).

Key Purpose

- Delivery of learning programmes
- Assistance to students and tutorial support
- Assess Learners
- Carry out related Professional duties
- To carry out general and corporate duties

Main Duties and Responsibilities

- Teaches groups including associated preparation and marking.
- Arranges, monitors and supervises learners on student work programmes, educational visits and field trips.
- Designs and prepares learning materials.
- Assesses students, including formative and summative assessments, internal verification and supervision of examinations.
- Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.
- As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:
 - (a) participation in inducting students
 - (b) providing educational and welfare guidance
 - (c) assisting students in preparing individual action plans
 - (d) following up student absence and tracking their course work
 - (e) acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure
 - (f) undertaking exit interviews with students
 - (g) preparing administrative returns and reports as may be needed in relation to students, including destination records
 - (h) writing student references

- (i) completing UCAS and other forms with students.

Course development and co-ordination

1. Participates in activities to publicise courses.
2. Assists in planning and developing courses and course materials.
3. Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.

Advice, guidance and enrolment

4. Provides advice and guidance to prospective students together with interviewing and APL work.
5. Participates in student enrolment and induction.

Other Duties and Responsibilities

Resources

6. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.

General

7. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.
8. Participates in College programmes of staff appraisal and continuing professional development.
9. Develop effective working relationships internally and with external partners.
10. To operate at all times in line with the College's values and behaviours.
11. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.

- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).
4. Attend BACP training and standardisation courses.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	Possess a degree in an appropriate subject area	✓
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	✓
	Possess or be actively studying for a teaching qualification or equivalent at minimum	✓
PREVIOUS EXPERIENCE/ JOB KNOWLEDGE	Relevant industrial experience in the area concerned	✓
	Pastoral or equivalent experience and understanding to support the broad needs of students	✓
	Understanding and experience of curriculum development and innovation and developments in contemporary education	✓
	Understanding of relevant Health and Safety requirements	✓
SKILLS (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative	✓
	To have excellent oral and written communication skills	✓
	Ability to teach on a range of courses in the subject area	✓
	Ability to provide learning and tutorial support for students	✓
	Ability to promote and recruit for courses	✓
	To have a high level of organisational and administrative skills	✓
	Competent IT and keyboard skills	✓

SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline 	✓
OTHER FACTORS/ ADDITONAL REQUIREMENTS	<p>An understanding of and commitment to equality of opportunity</p>	✓