

## **COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Hourly Paid Lecturer in Creative Digital Media

**LOCATION:** Tottenham Centre

**REPORTING TO:** Head of School

**GRADE:** Teaching and Learning Point

### **KEY RESPONSIBILITIES**

Delivery of learning programmes, assistance to students/apprentices and tutorial support

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Teaching and assessment**

1. To teach specific groups including the associated preparation and marking.
2. To arrange, monitor and supervise learners/apprentices on programmes, including educational visits and field trips.
3. To manage Smart Assessor so as to effectively monitor apprentices' timely progress
4. To design and prepare high standard and effective learning materials.
5. To assess students/apprentices, including formative and summative assessments, internal verification and supervision of examinations.
6. To maintain and provide records and statistical checks in relation to own teaching, including enrolment checks, attendance records and other such information as required.

#### **Tutoring**

- 6.1 As part of the course team, the tutor acts as the main point of reference for students/apprentices in a particular year or course group. The tutor's role includes:
- (a) participation in inducting students/apprentices
  - (b) providing educational and welfare guidance
  - (c) assisting students/apprentices in preparing individual action plans
  - (d) following up student/apprentices absence and tracking their course work
  - (e) acting as the focal point in the maintenance of student/apprentice discipline within the context of the College student disciplinary procedure
  - (f) undertaking exit interviews with students/apprentices
  - (g) preparing administrative returns and reports as required in relation to students/apprentices, including destination records
  - (h) writing student/apprentice references

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

### **Course development and co-ordination**

- 7. To participate in activities to publicise courses.
- 8. To assist in the planning and development of courses and course materials.
- 9. To participate as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and in joint action planning.

### **Advice, guidance and enrolment**

- 10. To provide advice and guidance to prospective students/apprentices together with interviewing and APL work.
- 11. To participate in student enrolment and induction.

### **Other Duties and Responsibilities**

#### **Resources**

- 12. To plan, manage and ensure the effective deployment of the resource requirements for the services coming under the responsibility of the role.

#### **General**

- 13. To promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student and apprentice behaviour and safeguarding young people and vulnerable adults.
- 14. To participate in the College staff appraisal process and continuing professional development.
- 15. To develop effective working relationships internally and with external partners and stake-holders.
- 16. To operate at all times in line with the College's values and behaviours.
- 17. To undertake other duties as may reasonably be required in the interests of the efficient functioning of the College and Department/School.

## PERSON SPECIFICATION

	<b>Essential Criteria</b>	<b>Desirable Criteria *</b>
<b>QUALIFICATIONS</b> (Educational and Vocational)	A degree in an appropriate subject area	
	A Level 2 qualification in English and Maths	
	Have or be actively studying for a teaching qualification	
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	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	
<b>SKILLS</b> (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative	
	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	
	A high level of organisational and administrative skills	
	Competent IT and keyboard skills	
<b>SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS</b>	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• motivation to work with children/young people/vulnerable adults</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• appreciation of the use of authority and maintaining discipline</li> </ul>	

<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	An understanding of and commitment to equality of opportunity	
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