

COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	HPL in MFL
LOCATION:	Tottenham Centre
REPORTING TO:	Curriculum Manager
GRADE:	£24.71 to £26.78 per hour (holiday excluded)

KEY RESPONSIBILITIES

Delivery of learning programmes, assistance to students and tutorial support

MAIN DUTIES AND RESPONSIBILITIES

Teaching and assessment

1. Teaches groups including associated preparation and marking.
2. Arranges, monitors and supervises learners on student work programmes, educational visits and field trips.
3. Designs and prepares learning materials.
4. Assesses students, including formative and summative assessments, internal verification and supervision of examinations.
5. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.

Management of learning

- 5.1 As part of the course team, the Learning Manager acts as the main point of reference for students in a particular year or course group. The Learning Manager'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

- 6. Participates in activities to publicise courses.
- 7. Assists in planning and developing courses and course materials.
- 8. 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

- 9. Provides advice and guidance to prospective students together with interviewing and APL work.
- 10. Participates in student enrolment and induction.

Other Duties and Responsibilities

Resources

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

General

- 12. 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.
- 13. Participates in College programmes of staff appraisal and continuing professional development.
- 14. Develop effective working relationships internally and with external partners.
- 15. To operate at all times in line with the College's values and behaviours.
- 16. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

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	A subject specialism qualification in the relevant area
PREVIOUS EXPERIENCE/ JOB KNOWLEDGE	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	
	Experience of preparing learners for external assessments	Experience of delivering on RARPA based courses
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, from Entry Level to Level 2	
	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	
	Good ICT and keyboard skills	Experience of teaching via MS Teams
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/ ADDITIONAL REQUIREMENTS	An understanding of and commitment to equality of opportunity and British Values	

December 2022