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| **Job Description** |
| **Post title** | Sessional Lecturer |
| **JE Reference No** | NA |
| **Grade** | Unqualified Teacher 5 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Progression and Learning |
| **Reporting to** | The post holder will be accountable to an allocated Programme Lead. |
| **Location** | Your normal place of work will be Civic Centre, Crook, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support Durham County Council’s Adult Learning and Skills Service through:

o Carrying out associated activities related to the preparation, delivery and assessment of learning programmes.

o Directing learners on their progress throughout their planned learning journey and providing information and advice on progression opportunities.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

• To carry out initial assessment of learner’s skills, interests and aptitudes and devise the individual learning plan with the learner.

• To contribute to the development of resources and learning materials for courses.

• To prepare schemes of work, lesson plans and associated materials taking into account the needs of individual learners, the need to promote English and Maths across every curriculum area, and the promotion of safety, health, equality, diversity, safeguarding and sustainability.

• To deliver good or outstanding teaching and learning, using innovative methods and e-learning and taking into account the needs of individual learners and support them to achieve their goals.

• To plan for and deliver additional learning support, personalised learning or adjust teaching strategies to deal with difficult learners or those with additional needs.

• To implement assessment procedures that review and assess formative and summative progress of the learner and where appropriate to review learner’s progress with employers.

• To prepare learners for examination or assessment.

• Where directed, to act as a personal tutor or pastoral support to nominated individuals or groups of learners

• To promote as directed, the learner support and learner financial assistance available.

• To promote progression into further learning opportunities for learners.

• To maintain quality assurance records including course records and reviews, personal learner records, caseload reviews, group profiles and any other documentation as directed by the programme lead and service management.

• To complete all learner data requirements required for the funding of the learner’s programmes including those associated with enrolments, learner agreements, attendance, withdrawals, completion, destinations and impact of learning

• To contribute to identifying and nominating learners for the annual Awards ceremony and provide case studies to aid the celebration of learner achievement.

• To attend team meetings and other appropriate meetings as required including standardisation meetings with the programme lead in the relevant area.

• To contribute to the self-assessment process and business improvement planning including contribution of views and evidence to support judgements against the Common Inspection Framework.

• To participate in the Observation of Teaching, Learning and Assessment process and respond proactively to feedback and make improvements to teaching as directed.

• To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Durham County Council and relevant legislation. To risk assess learning activities and for work based learning lecturers, to carry out health and safety monitoring of workplaces.

• To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | • Level 4 teaching qualification • L3 Subject specific qualification in the field to be taught• L2 qualification in Maths & English • Current assessor award | • Current internal verifier award • Level 3 IAG award |
| Experience | • Teaching experience with post 16 and 19+ learners• Experience of teaching or working with learners within the subject area specified.• Experience in effective course planning, individual learning planning, assessment and delivery, using appropriate materials and resources.• Experience of delivering a range of appropriate qualifications within the subject area and sound understanding of awarding body requirements.• Active commitment to equality of access, opportunity and outcomes. | • Experience of using virtual learning environments (VLE) and maintaining own resources on a VLE |
| Skills & Knowledge | • Good or outstanding teacher who is willing to share good practice, has innovative and effective teaching strategies to improve understanding and skills levels• Able to identify and address the differing needs of a wide range of learners• Able to use a range of teaching materials and resources• Good ICT, administrative and organisational skills• Able to develop effective relationships and motivate groups of learners• Good oral and written skills• Effective planning skills to deliver programmes of up to two years duration• Ability to work to deadlines• Ability to work with minimal supervision, often out-of-hours | • Up to date knowledge of Government skills strategies and implications |
| Personal Qualities | • Demonstrate an awareness and understanding of issues facing learners providing appropriate levels of support• Ability to work effectively as part of a team maintaining high levels of integrity and discretion• Ability to work under own initiative• Willingness to undertake continuous professional development• Appreciation of Equality and Diversity |  |