

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Hourly Paid Teacher - Travel & Tourism?**

<b>Job Title</b>	Hourly Paid Teacher - Travel & Tourism
<b>Ref No.</b>	HP2526001
<b>Department</b>	Academy, Public Sector & Commercial Enterprise
<b>Reporting to</b>	Curriculum Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £21.05 - £22.37 per hour</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
<b>Hours</b>	Hourly paid contracts are variable and as such the hours can increase or decrease according to business needs
<b>Contract Type</b>	Permanent, Hourly Paid

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

# REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Teachers' Pension Scheme (a defined benefit scheme including an employer contribution rate of 28.68%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall

Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app

- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To deliver high-quality inclusive teaching, learning and assessment within a Further Education (FE) setting linked to a specific subject specialism.

The post holder's responsibilities, which focus on all students achieving their full potential, include supporting the student experience; their progress and welfare.

## Main Duties and Responsibilities

1. To undertake a contractual hourly-paid teaching commitment.
2. To collaborate with the course team to share students' progress and tracking information.
3. To utilise appropriate pedagogical approaches matched to student needs to optimise student learning.
4. To utilise resources for learning which stimulate and engage students proactively, including, for example, Education Technology (EdTech) and digital platforms.
5. To produce lesson plans, and work to provided schemes of work, utilising suitable delivery strategies which ensure effective learning opportunities and the engagement of all students.
6. To effectively manage the classroom learning environment for the benefit of all students, including, where relevant, directing the work of Teaching Assistants in ensuring those students requiring additional in class support are provided with this in accordance with the teaching, learning and assessment aims of the lesson.
7. To provide timely; iterative; developmental, and impactful feedback to students - verbal; written; individual; group; formative, and summative, including via marking assessments and examinations.
8. To promote student attendance and exemplary punctuality, monitoring on an on-going basis and applying appropriate interventions where necessary.
9. To utilise College student record systems, including updating Individual Learning Plans (ILPs).
10. To apply College rules and expectations, implementing, and escalating where appropriate, interventions in accordance with the College's policies.
11. To prepare students for internal and external assessments and examinations.
12. To liaise with the Curriculum Manager regarding external assessments and student participation.
13. To undertake assessment and internal verification which meets awarding body Internal Quality Assurance (IQA).
14. To collaborate with, and engage, internal and external stakeholders to enrich the student experience.
15. To carry out associated administrative duties as guided by the Curriculum Manager.
16. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Qualifications and/or equivalent experience at Level 3 in a relevant subject/discipline</li> <li>A requirement to undertake a Level 3 teaching qualification (sponsored by the College), if not already in receipt of one.</li> <li>Academic qualification at least one level above anticipated teaching level (will be explored with shortlisted candidates during the selection process).</li> </ul>	<ul style="list-style-type: none"> <li>Qualified Teacher (Examples of which include: Postgraduate Certificate in Education (PGCE)/Certificate in Education (CertEd) or Diploma in Teaching in the Lifelong Learning Sector (DTLLS))</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Relevant broad industry-based aptitude or academic attainment</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational environment</li> <li>Understanding of the principles of Data Protection</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and appreciation of the impact of awarding bodies expectations for the delivery of qualifications within scope of the role</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Aptitude and/or experience of coaching and/or tutoring and/or teaching</li> <li>Ability to effectively engage and manage groups of students</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent or current teaching experience and/or recent or relevant industry experience, which reflects the scope of the subject/qualifications to be delivered.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

