Job description - Sessional Lecturer – Radio and Podcasting

Status	**Sessional**
Base	**Waterloo Campus** *Post holder will be required to work across college sites and at other locations*
Grade	Hourly Paid
Salary	£32.25 per hour plus £7.85 per hour holiday pay paid on a termly basis
Hours of work (per week)	up to 4 hours per week
Reports to	*Deputy Head of School*
Manager to	*N/A*

ROLE PURPOSE
To plan, design, deliver, assess, evaluate and manage classroom activities within the designated subject area(s), providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the College curriculum.

MAIN ACCOUNTABILITIES
• To teach the agreed courses in a flexible and creative way, utilising digital technologies and other resources as appropriate and in line with the College's 2 digital inclusion approach and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements. • To follow College and Departmental quality assurance procedures by maintaining and completing up-to-date group profiles, course outline forms, lesson plans, schemes of work, records of assessment of students' progress and achievement, evaluation data on course activities and tutor course reports.

- To undertake course administration including maintaining a course register and checking students' enrolment status.

- To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.

- To work co-operatively with the programme area including supporting the PAM/ Head of School (HoS) in promotional and marketing activities for the programme and the courses taught and participating in departmental curriculum development on a yearly basis.

- To keep up to date in the subject specialist area, and seek to develop new skills including IT/ Digital skills in response to changes.

- Where appropriate assist with the preparation of students for entry into relevant examinations.

- To attend relevant training and meetings as required.

- To be committed to Continuous Professional Development (CPD), keeping upto-date and meeting any annual requirement by the College for CPD or scholarly activity as appropriate

- To contribute to the effective management and promotion of equality and diversity; this includes using teaching materials and methods that are relevant to a diverse student group and embedding British values with your teaching in accordance with the Government's Prevent strategy

- To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation

- To adhere to the College's Professional Standards for Tutors using Technology. Staff will be supported to achieve these standards and will be required to undertake any appropriate training.

- To work in accordance with the Health & Safety at Work Act and College safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors

- To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework

- To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post

General College Responsibilities

All College employees are expected to:

- Put respect and kindness first, valuing diversity and inclusivity.
- Promote safeguarding and the welfare of children and vulnerable adults.
- Comply with Health & Safety and Equality, Diversity & Inclusion policies.
- Maintain confidentiality and act in accordance with data protection legislation.
- Uphold Morley's values of creativity, collaboration, and student-centred excellence.
- Engage actively in Continuous Professional Development (CPD).
- Adopt a "can-do", solution-focused approach that enhances Morley's reputation for quality and inclusivity
- Work across College sites and other locations.

PERSON SPECIFICATION

Essential Criteria:

- An undergraduate or postgraduate degree or equivalent in the relevant industry experience (minimum 3 years)
- English and Maths GCSE grade A-C or equivalent
- Successful experience of delivering high quality teaching in the relevant subject to adult learners of mixed ability in group settings.
- Demonstrable experience of devising and maintain course materials of a high standard that are suitable for the needs of a variety of different learners.
- Demonstrable experience of using appropriate teaching and learning methods, to communicate the subject and encourage learners from a range of backgrounds and communities to progress.
- Demonstrable evidence of promoting equality and diversity through teaching.
- Experience with current teaching technologies such as interactive whiteboards, online resources, virtual learning environments (Moodle), management of online forums, etc.
- Understand copyrighted materials, how to use them in teaching resources and in radio content
- Strong editorial and script writing experience
- Proficiency of Radio playout and scheduling systems such as Myriad, dira, Zetta or similar)
- Excellent audio recording and editing skills in platforms such as Pro Tools and/or Adobe Audition
- Excellent research skills used in the development of outstanding teaching resources
- Good organisational and administrative skills including MS Office and management of a College email account
- Excellent interpersonal and communication skills with the proven ability to work and contribute as part of a team and communicate appropriately with students and staff across the College.
- The ability to work independently with minimal supervision.
- Demonstrable knowledge and commitment to health and safety, safeguarding and Prevent as appropriate to the post.
- A commitment to continuing professional development with an interest and ability in developing new approaches to teaching.

- Experience of teaching on accredited courses (Level 3/A-level/HE).
- Ability to demonstrate online safety through risk management (i.e. safety through education and awareness)

Safeguarding Statement

The post holder will promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults with whom they come into contact.
This post is exempt from the Rehabilitation of Offenders Act 1974 and is classified as regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

This job description is not exhaustive, and the post holder is expected to be flexible. Any significant changes will only be made following discussion and agreement with the post holder