Job description - Sessional Lecturer – Swing Dance

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)	2 hours per week
Reports to	*Deputy Head of School*
Manager to	*N/A*

ROLE PURPOSE
To deliver high-quality, engaging teaching of swing dance and related disciplines from beginners to higher levels. To plan and deliver inspiring group sessions that help our students develop technical and partnering skills, improve styling, deepen their knowledge of the styles, as well as grow in confidence.

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 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 subject
- English and Maths GCSE grade A-C or equivalent
- Experience working in the adult/FE education sector
- Experience of using appropriate teaching and learning methods and course materials, to communicate the subject and encourage learners from a range of backgrounds and communities to progress
- Ability to recognise and meet student's needs and expectations through teaching.
- Excellent organisational and administrative skills, with evidence of successfully planning, assessing and evaluating teaching and learning
- 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
- Ability and willingness to use digital technologies and platforms in relation to teaching methods, the development of learning resources, materials and administration related to teaching.
- The ability to work independently with minimal supervision.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

- Experience of teaching swing dance to adult learners at beginner and intermediate levels.
- Experience of leading workshops and preparing students for performance.

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