Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Sessional Trainer: Catering

Adult and Community Learning
Part-time flexible hours available, including evenings and weekends
REQ0001349

1. The Appointment

West Nottinghamshire College Group is committed to giving adults in our community the opportunity to learn and develop skills and knowledge in a variety of different areas.

We are looking for skilled people to teach a variety of short courses for adults

Do you have the industry skills, knowledge and experience to teach other adults your subject specialism? If the answer is yes, this is a great opportunity for you to join our Adult and Community team to deliver courses within our local area.

We would also like to hear from people who have the relevant skills and experience but do not hold a teaching qualification at present.

We offer flexible hours to fit around your current commitments, including evenings and weekends. Please include all your skills, qualifications and current availability on your application form.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, Compassion and Ambition.**

2. The Post

2.1 Main Duties and Responsibilities

a) To plan, develop and deliver courses for groups of adult learners in college and community venues.

b) To design, develop and monitor resources for learner use.

c) Complete learner Individual Learning Plans with every learner to show progress.

d) Take part in regular training to develop role in line with regulatory requirements and participate in team meetings.

e) To work with other tutors in developing best practice learning, teaching and assessment ensuring standardisation and continuity.

f) To assess learners according to established guidelines.

g) To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.

h) To implement quality procedures, contributing to thorough, evaluative course reviews which feed into the self-assessment process.

i) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.

j) To complete registers in a timely way and accurate manner.

k) To maintain appropriate standards of learner behaviour.

l) You will be required to be flexible towards any additional management requests.

2.2 Other Responsibilities

a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To apply the college's own safeguarding policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college.

f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE		✓
Appropriate vocational qualification to at least City & Guilds, NVQ Level 3 or equivalent	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
Teaching qualification minimum level 3	✓	
IT qualification/experience		✓
Experience:		
Vocational experience	✓	
Working with community or employer groups	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Skills/Knowledge:		
Demonstrate suitability to work with children and vulnerable	✓	

	Essential	Desirable
adults including knowledge/understanding of safeguarding		
Sound knowledge of vocational specialism	✓	
Excellent communication and interpersonal skills	✓	
Ability to work on your own initiative without close supervision	✓	
Ability to plan and prioritise	✓	
Excellent administrative and organisational skills	✓	
Able to work as part of a team	✓	
A driving licence	✓	
Qualities:		
Commitment to safeguarding, Equality and Diversity	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Flexible working	✓	
Professional approach	✓	
Confidence and enthusiasm	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that do not work for customers.	✓	

4. Position within the College

The post holder will be part of the Directorate of Academic, Creative, Community, Digital and Professional Studies and report to the Head of Department: Community and Online Learning.

5. Terms & Conditions

a) The post is offered on a VBSS Sessional contract and is subject to those terms and conditions.

b) The salary will be £21.63 per hour with an additional payment made each month for the annual leave entitlement that is accrued in that month (£25.96 per hour inclusive of holiday pay).

c) You will be required to work hours as agreed and detailed on your sessional contract.

d) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.

e) The post holder may be located at any college site or community venue and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **Midnight on 22nd November 2026.**

https://www.wnc.ac.uk/about-us/work-for-us

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £49.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.