



Northern College has been graded outstanding in all areas by Ofsted and we are looking for someone to join the college who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, an Access to Higher Education Diploma, Higher Education courses and Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

A unique opportunity to work for an outstanding residential adult education college in the UK

Tutor Organiser - Trade Union Studies

Salary: £31,170 - £35,062 per annum

Working 36 hours per week

We are looking for an experienced Tutor Organiser to join the college to plan, deliver and assess trade union education up to level 3. You will be TUC briefed (or be willing to complete the briefing), committed to trade union education and have proven experience in delivering quality trade union courses. You will work with the college's TU partners to develop the curriculum offer and explore possible income generation opportunities in trade union education. You will be committed to supporting students to achieve their full potential and to promoting diversity and inclusion. You will also be able to utilise IT and technology to enhance learning.

Educated to degree level in a relevant subject; you will have completed (or be working towards) a PGCE or equivalent qualification and you will be committed to continued professional development. You will have proven experience of teaching, learning and assessment up to at least level 3; experience of delivering accredited learning; and an ability to maintain professional boundaries. You will also have a flexible approach to work to enable you to meet the needs of the college and our students.

The benefits of working for the College include: access to the Universities Superannuation Scheme, free on-site parking, family friendly policies and opportunities for training and development. To find out more information about the College, view the job description and person specification and to download an application form please visit the careers page at www.northern.ac.uk/careers. For any queries about this vacancy please contact the HR department on 01226 776000.

Application forms must be submitted by 5pm on Monday 24 July 2017.

Interviews will be held on Thursday 10 August 2017.

The Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments.

Registered Charity Number 507245



THE NORTHERN COLLEGE

JOB DESCRIPTION

TUTOR ORGANISER - TRADE UNION EDUCATION

Summary Of Responsibilities

To be responsible to the Principal, under the line management of the Academic Director Community and Partnership Learning, for the development and delivery of Trade Union education within the College's curriculum.

Main Duties

1. TU Curriculum

- a. To develop, in conjunction with Trade Union partners and the Academic Director, the TU curriculum offer.
- b. To actively engage with Quality Assurance and moderation process – both internal & external.
- c. To support sessional tutors as required.

2. Course Planning and Delivery

- a. To be responsible for the planning, organisation and delivery of trade union courses in conjunction with Trade Union partners and the college Registry Team.
- b. To explore and pursue possibilities for income generating activities in the field of trade union education.
- c. To plan and implement changes to meet student and trade union needs in consultation with the Academic Director.

3. Teaching

- a. To teach on a range of trade union courses.
- b. To act in the role of personal tutor for individual students as required.
- c. To teach, where required, in other curriculum areas when this is deemed to be within the skillset and experience of the post holder.
- d. To promote the integration of English, Maths and digital literacy across the programme.

4. College-wide functions

- a. To promote trade union studies across all areas of the College's provision.
- b. To provide written reports relating to trade union provision within the college as appropriate.
- c. To attend committee meetings and any other ad hoc working group meetings, both within the college and externally as appropriate.
- d. To play an appropriate role in representing the college within both the trade union movement, and the wider community which it serves.

5. Other Duties

- a. To support, along with other members of the College's teaching team, any evening or weekend activities or courses which may be required by the Principal and in accordance with the College's Workload Agreement.
- b. To fulfil teaching time obligations as agreed within the academic staff professional contract.
- c. To participate in appraisal and to take responsibility for personal continuous professional development (CPD) and training appropriate to the post.
- d. To undertake any training and development deemed relevant to the post.
- e. To undertake duties and responsibilities in full accordance with the College's Health & Safety and Equality and Diversity policy and procedures.
- f. To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults and the prevent duty.
- g. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

PERSON SPECIFICATION

TUTOR ORGANISER TRADE UNION EDUCATION

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge and Experience	Essential	Experience of working on the development and delivery of training and education programmes, materials and resources for trade unions and trade unionists	Application Form Teaching Session Interview
		Be TUC briefed (or be prepared to undertake briefing) and show an understanding of the dynamics of trade union education	Teaching Session Interview
		Understanding of the needs of trade union activists	Interview
		Awareness of equality and diversity issues	Application Form Interview
		Knowledge of trade union organisations	Interview
		An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Interview
		Experience of TUC Q&A procedures	Application Form
	Desirable	Knowledge of methods of evaluation and research	Interview
		Experience of working within the trade union movement	Application Form Interview
		Experience of working within a Further Education Institution	Application Form
	Skills & Abilities	Essential	Ability to analyse data and write reports
Ability to achieve high standards and maintain quality in the programme			Application Form Interview
Competent in the use of ICT			Lesson Plan Teaching Session
Proven ability to work effectively within a team			Assessment/ Interview
Highly developed interpersonal skills with the ability to communicate effectively across all levels of the college using a range of media			Application Form Interview Assessment
Ability to contribute to the ongoing monitoring and evaluation of activities			Interview
Ability to work on own initiative according to challenging deadlines			Application Form

		Willingness to work flexibly to meet the changing demands of the service including evening and weekend work	Application Form/Interview
		Ability to maintain appropriate professional boundaries	Application Form/Interview
	Desirable	Ability to embed English, Maths and ICT into delivery of sessions	Lesson Plan Teaching Session Interview
Training and Education	Essential	Educated to degree level in a relevant subject or equivalent professional qualification	Application Form
		Evidence of a commitment to Continuing Professional Development (CPD)	Application Form
		Teaching Qualification (PGCE or Cert Ed) or evidence of current enrolment on the required qualification	Application Form
Other Requirement	Essential	Empathy with the College's mission and values and an ability to build on them	Interview
		An awareness of and commitment to the Prevent agenda	Interview