



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 – Social Sciences

Salary: £24,639 - £26,909 (pro-rata) per annum

Working 21.6 hours per week

We are looking for an experienced Tutor to join the college to plan, deliver and assess courses at a variety of levels in Social Science. You will act as a personal tutor and support students studying on our Access to HE Diploma and Level 2 Diploma programmes; be committed to supporting students to achieve their full potential; be committed to promoting diversity and inclusion in your delivery; and you will be able to utilise IT and technology to enhance learning.

Educated to degree level or equivalent in a Social Science subject; you will have completed (or be working towards) a PGCE or Certificate in Education 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 Tuesday 8 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

SOCIAL SCIENCE TUTOR

Purpose of the Post

To be responsible to the Principal, under the line management of a Programme Coordinator, for the teaching and development of courses in Sociology and/or Psychology and related Social Science curriculum areas, at a variety of levels, on both long and short course programmes.

Main Duties and Responsibilities

1. To plan and teach Sociology and/or Psychology, and the broad area of Social Science courses at a variety of levels
2. To act as personal tutor and/or support tutor to students studying on the Access to HE Diploma Course and Level 2 Diploma in Social Sciences.
3. To teach in other areas of the college curriculum as required
4. To take a part in the provision of student support via the delivery of workshops and support classes. These may be held in the evening.
5. To support the promotion of and recruitment to the Colleges' social science provision
6. To contribute to the integration of English, Maths and digital literacy across the curriculum
7. To ensure the quality assurance procedures of the College and the requirements of accrediting bodies are adhered to within courses for which the post holder is responsible
8. To apply RARPA (Recognising and recording progress and achievement) processes to teaching and learning and ensure college RARPA quality processes are adhered to within courses for which the post holder is responsible
9. 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
10. To fulfil teaching time obligations as agreed within the academic staff professional contract
11. To attend committee meetings and any other ad hoc working group meetings, both within the College and externally, as appropriate
12. To undertake any training and development deemed relevant to the post.
13. To participate in appraisal and to take responsibility for personal continuous professional development (CPD) and training appropriate to the post.
14. To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' and 'Equality and Diversity' policies and procedures.
15. To work to promote and apply the College's policies and procedures in relation to the safeguarding of children and vulnerable adults and the prevent duty.

16. 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:

THE NORTHERN COLLEGE

PERSON SPECIFICATION

SOCIAL SCIENCE TUTOR

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge and Experience	Essential	Experience of teaching Sociology and/or Psychology to adult learners	Application Form / Interview
		Experience of teaching Sociology and/or Psychology up to and including Level 3	Application Form / Interview
		Experience of working on the delivery of accredited learning	Application Form / Interview
		An understanding of the RARPA process for non-accredited learning	Application form/Interview
		Awareness of and commitment to customer care	Interview
		Awareness and ability to actively promote equality and diversity issues	Interview
		Experience of working within a Further Education Institution, adult community learning setting or university	Application Form/ Interview
	Desirable	An understanding of university admissions processes and requirements	Application Form/ Interview
		Experience of developing collaborative learning resources for study skills and related curriculum areas	Application Form/ Interview
		Experience of working on Access to Higher Education courses	Application Form/ Interview
		An understanding of the nature of residential adult education	Interview
		Ability to teach Criminology	Application Form/ Interview

Skills & Abilities	Essential	Competent in the use of ICT and digital learning technologies	Application Form
		Ability to work effectively with a wide range of levels and abilities	Application Form / Interview
		Ability to work on own initiative	Interview
		Ability to prioritise a varied workload and work to deadlines	Interview
		Proven ability to work effectively within a team	Interview
		Highly developed interpersonal skills with the ability to communicate effectively across all levels of the college using a range of media	Interview
		Ability to solve problems in a constructive manner	Interview
		Willingness to work flexibly to meet the changing demands of the service including evening and weekend work	Interview
		Ability to use E – learning in delivery of sessions	Application Form / Interview
Ability to maintain appropriate professional boundaries	Interview		
Willingness to work flexibly to meet the changing demands of the service including evening and weekend work and online teaching	Interview		
Training and Education	Essential	Educated to Degree Level in a Social Science or closely related discipline or relevant equivalent	Application Form
		Certificate in Education or PGCE (or nearing completion) or relevant equivalent	Application Form
		Evidence of a commitment to Continuing Professional Development (CPD)	Application Form / Interview
Other	Essential	Empathy with the College's mission and values and an ability to build on them	Interview
		An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Interview
		An awareness of and commitment to the Prevent duty	Interview