



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

Tutors - Teacher Education

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

Post 1: Working 18 hours per week (0.5 FTE) Permanent

Post 2: Working 14.4 hours per week (0.4 FTE) Fixed Term until 30 June 2018

A unique and exciting opportunity has arisen to join the college's Teacher Education team. With social purpose central to the delivery of the programme; you will plan, deliver and assess courses at a variety of levels from level 3 to HE. You will have experience of delivering HE level provision and conducting trainee teacher observations. You will be committed to supporting students to achieve their full potential and this will be central to your approach. You will be committed to promoting diversity and inclusion in your delivery and you will be able to utilise IT and technology to enhance teaching and learning.

You will be educated to degree level or equivalent; have a PGCE or equivalent qualification and have completed or be working towards a Masters qualification in a relevant subject area. You will have proven experience of teaching, learning and assessment at level 3 and above; experience of using blended learning strategies; 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 10am on Thursday 21 September 2017.

Interviews will be held on Wednesday 27 September 2017.

(Please note Post 1 is a re-advertisement)

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: TEACHER EDUCATION

Purpose of the Post

To be responsible to the Principal, under the line management of the Teacher Education Coordinator, for teaching, learning and assessment on a variety of teacher education and continuing professional development courses.

Main Duties and Responsibilities

1. To organise, plan, deliver and assess teacher education qualifications, on and offline, at a variety of levels including HE, including evenings and weekends where necessary.
2. To undertake marketing, recruitment and admissions activities for teacher education.
3. To act in the role of personal tutor for Teacher Education students.
4. To participate in pedagogical research and project development
5. To undertake teaching observations of trainee teachers, including evenings and weekends where necessary
6. To curate and design on-line resources
7. To promote the integration of English, Maths and digital literacy across the teacher education curriculum
8. 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
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.
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

TUTOR: TEACHER EDUCATION

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge and Experience	Essential	Proven experience in teaching and assessment from level 3 to HE	Application Form / Interview
		Experience of teaching using blended learning strategies	Application Form / Interview
		Experience of observing teaching, learning and assessment	Application Form / Interview
		Knowledge of current teacher education policy	Application Form/ Interview
		Up-to-date knowledge of the teacher education curriculum	Application Form/ Interview
		Knowledge of adult education pedagogies	Application Form/ Interview
		An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Application Form/ Interview
A commitment to and understanding of equal opportunities	Interview		
	Desirable	Experience of working within a non- traditional educational setting e.g. a community organisation	Application Form/ Interview
		An understanding of the nature of residential adult education	Interview

Skills & Abilities	Essential	Effective use of IT and new technologies to enhance learning and improve organisational performance	Application Form / Interview
		Have high expectations of students and deliver outstanding lessons and learning opportunities	Application Form / Interview
		High level of commitment to the promotion of diversity and inclusion	Application Form / Interview
		Ability to work effectively with students from diverse backgrounds	Application Form / Interview
		Ability to work on own initiative	Interview
		Ability to prioritise a varied workload and work to deadlines	Application Form / Interview
		Proven ability to work effectively within a team	Application Form / Interview
		Excellent communication skills using a range of media, including social networking	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 and online teaching	Interview
Ability to maintain appropriate professional boundaries on and offline	Interview		
Good organisational and IT skills sufficient to develop and implement course administrative systems	Application form/Interview		
Training and Education	Essential	Educated to Degree Level or equivalent	Application Form
		Certificate in Education, PGCE or equivalent	Application Form
		Masters qualification in a relevant subject area or working towards	Application Form / Interview
		Evidence of a commitment to Continuing Professional Development (CPD)	Application Form
Other	Essential	Empathy with the College's mission and values and commitment to social purpose education	Interview
		An awareness of and commitment to the Prevent agenda	Interview