

**Hourly Paid Teacher in Key Skills/Functional Skills (ICT)**  
**Fixed Term until June 2010**  
**Salary £22.08 per hour**  
**Variable hours per week**

Based at our Braintree campus, you will develop and deliver Key Skills/Functional Skills in line with College policy, including research and application of good practice and the dissemination of developed information across the College. You will take part in Quality Assurance processes including the Internal Verification of Key Skills/Functional Skills and the marking of Functional Skills tests.

Being suitably qualified to level 3 ICT or above you will also have an excellent command of English and Mathematics and either have, or be committed to obtain, a teaching qualification.

You will be familiar with Key Skills and Functional Skills standards and have experience of working with a wide range of learners at different levels. You will be a flexible, organised team player able to demonstrate the ability to plan and deliver imaginative and motivational sessions clearly focusing on the needs of the individual learner.

Applications received by Thursday 4 March 2010 will receive first consideration. However, applications received after this date may also be considered.

**Vacancy Information**

**Hourly Paid Teacher in Key Skills/Functional Skills (ICT)**

**Job ref: 09-043**

Hours	Variable
Salary	£22.08 per hour
Duration	Fixed term until June 2010
Location	Braintree

To apply: Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by post to Tanya Bentham, HR Manager, The College at Braintree, Church Lane, Braintree, Essex, CM7 5SN, or by email to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk). In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

***Additional Information***

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

**Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Hourly Paid Teacher in Key Skills/Functional Skills (ICT)
<b>RESPONSIBLE TO:</b>	Key & Functional Skills Manager
<b>LOCATION:</b>	Braintree
<b>SALARY:</b>	£22.08 per hour

### **PURPOSE STATEMENT:**

To develop and deliver Key Skills/Functional Skills in line with College policy, including research and application of good practice, and including the dissemination of developed information across the College. To take part in Quality Assurance processes including the Internal Verification of Key Skills/Functional Skills and the marking of Functional Skills assessments.

### **MAIN DUTIES**

1. To conduct teaching/learning activities appropriate to the needs of individual learners, course and the curriculum, keeping attendance records and maintaining student discipline.
2. To provide accurate and timely assessment and feedback to learners, and maintain assessment records, in line with college policy
3. To offer advice, support and guidance on delivery to lecturers on all aspects of the Key Skills/Functional Skills specifications.
4. To support the embedding of Key Skills/Functional Skills into the curriculum, contributing to the work of subject and programme teams, committees and boards as appropriate.
5. To work as part of a team to carry out the Internal Verification of Key Skills portfolios, including feeding back to tutors on Quality issues, liaising with awarding bodies and carrying out the necessary administration to ensure successful outcomes.
6. To undertake marking of Functional Skills assessments as required
7. To deliver CPD workshops on Key Skills/Functional Skills as required.
8. To attend regular meeting with Key Skills/Functional Skills staff working in curriculum areas
9. To liaise with Centre Heads and Course Leaders as necessary

10. To develop and update personal professional expertise in Key /Functional skills
11. To participate in the College's appraisal scheme
12. To monitor College policy regarding every child matters and equality and diversity.
13. Work to promote and apply the College's Safeguarding and Child Protection Policy.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.*

## Hourly Paid Teacher in Key Skills/Functional Skills

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Suitably qualified level 3 ICT or above</li> <li>• An excellent command of English and Mathematics <ul style="list-style-type: none"> <li>▪ A teaching qualification or a commitment to obtain in post</li> <li>▪ A specialist Literacy, Numeracy or ICT qualification</li> </ul> </li> </ul>	Degree.
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with a wide range of learners at different levels</li> <li>▪ Familiarity with the Key Skills and Functional Skills standards</li> </ul>	Experience of using ICT as an effective teaching tool
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner</li> <li>• An understanding of different learning styles and how to differentiate through various teaching methods.</li> <li>• Good communication skills</li> <li>• Proven organisational skills with a view to producing the necessary paperwork for all required Quality processes and meet deadlines</li> <li>• Good general IT skills <ul style="list-style-type: none"> <li>▪ Proven ability to work as part of a team and to maintain good working relationships with different teams</li> </ul> </li> </ul>	<p>A high level of personal drive and energy and a capacity for sustained effort and performance</p> <p>The ability to take responsibility for own development, actively pursuing learning and development opportunities</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working patterns, including a willingness to work some evenings and Saturdays</li> <li>• Car owner / driver.</li> <li>• Willingness to work at different sites as required.</li> </ul>	