

HOURLY PAID TEACHER – Business and Finance Ref: 11-029

£22.2516 - £24.2901 per hour of teaching

0-18 hours per week

We are currently seeking an individual with relevant work experience and qualifications to join our database of staff with a view to teaching Mortgage Advice and Insurance or Banking on a part-time basis.

You will have a minimum of a Level 4 qualification or above in Mortgage Advice and Insurance or Banking and evidence of a good standard of general education indicated by a minimum of 4 GCSE at A-C grades or equivalent. You will also have a teaching qualification or the willingness to obtain one whilst in post. In addition to this, you will have excellent oral presentation skills and the ability to enthuse, inspire and develop others

Applications received by 17 January 2012 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

A job description and application form can be obtained from our website: www.colchester.ac.uk/jobs. Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk.

Vacancy Information

HOURLY PAID TEACHER –Business and Finance Ref: 11-029

Hours	0-18 hours per week
Salary	£22.2516 - £24.2901 per hour of teaching
Duration	Permanent
Location	Colchester (with travel to other Colchester Institute campuses and workplaces in North Essex)
To apply:	Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by post to Natalie Medland, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL, or by email to 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.

Applications received by 17 January 2012 will receive first consideration. However, applications received after this date may be considered.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

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.

COLCHESTER INSTITUTE

JOB DESCRIPTION

Job Title: Part Time Teacher Business and Finance

Responsible to: Curriculum Manager for Professional and Financial Services

Hourly Rate: FE Course Teaching (Grade 1) - £22.2516 - £24.2901 per hour of teaching

Overall Responsibilities

To teach advanced Mortgage Advice and Insurance/Banking.

Main Tasks

1. To prepare appropriate teaching material.
2. To carry out teaching appropriate to the requirements of individual courses and students.
3. To maintain appropriate student attendance records as required.
4. To maintain student discipline.
5. To set, mark, record and return relevant coursework and assessments.
6. To attend, as required, up to 3 meetings a year as specified by the Head of Faculty. They may include parents' evenings, course review meetings and curriculum development meetings.
7. To take part in the College's appraisal scheme and staff development programme as appropriate.
8. To refer to the appropriate full-time lecturer (Course Tutor, Personal Tutor, Programme Manager) student progress as required and any incident or behaviour which may require further investigation, support or counselling.
9. To observe all of the College's policies including Health and Safety and Equal Opportunities.
10. Work to promote and apply the College's Safeguarding and Child Protection policy and practices.
11. To undertake such other duties as may be required by or on behalf of Colchester Institute provided that they are consistent with the nature of the post.

This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute.

PERSON SPECIFICATION

Job Title:

Part Time Teacher - Business and Finance

Ref: 11-029

<p>Qualifications/ Training</p>	<p>Professional qualifications relevant to the area and level of teaching:</p> <ul style="list-style-type: none"> - to a minimum of level 4 or above (or equivalent) - Advanced CeMAP, ACII <p>Evidence of standard of general education indicated by a minimum of 4 GCSE's at A – C grades</p> <p>Relevant teaching qualification*</p>
<p>Knowledge/ Experience</p>	<p>Significant recent work experience in the relevant vocational area</p> <p>An understanding of safeguarding and a commitment to creating a safe learning environment.</p> <p>Recent teaching or training experience preferred</p> <p>An awareness of the importance of Equality & Diversity</p>
<p>Skills/Abilities</p>	<p>Excellent oral communication skills, including presentation skills</p> <p>Written communication skills relevant to the course level</p> <p>Able to demonstrate an ability to enthuse, inspire and develop others</p> <p>Have a degree of computer literacy (although further training can be provided)</p> <p>Show a commitment to professional development within area of specialism and college initiatives related to standards of delivery of teaching and supported learning</p>
<p>Special Requirements</p>	<p>Able to work flexibly – usually as part of an integrated course team</p> <p>Able to meet the attendance requirements (which may be daytime or evening) for the specific post under consideration</p>

** Teaching staff are required either to have upon commencement, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001. The type of qualification required and the time period for acquiring it, depend on a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full time or part time.*

The College will review with you, either prior to commencement of employment, or shortly after, the qualifications required for the post that you are to fill, and will provide such assistance as it deems reasonable to enable you to secure requisite qualifications.