

**HOURLY PAID TEACHERS**  
**£22.2516 - £24.2901 per hour**

We are currently seeking people with relevant industrial/work experience and qualifications to a minimum of NVQ level 3 or equivalent to teach on a part-time flexible basis in the following subject areas:

- **Motor Vehicle Service and Repair**
- **Motor Vehicle Body Repair**
- **Welding and Fabrication**
- **Mechanical Engineering**
- **Electrical Engineering**

Although teaching experience is not essential, you must have the capability to teach/train and demonstrate an interest in working with young people. Support to obtain an appropriate teaching qualification will also be available.

Applications received by 20<sup>th</sup> December 2011 will receive first consideration. However, applications received after this date may be considered.

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

## **JOB DESCRIPTION**

Job Title: Part Time Teacher

Responsible to: Curriculum Manager or Head of Centre

Hourly Rate: FE Course Teaching (Grade 1) - £22.2516 - £24.2901 per hour of teaching  
HE Course Teaching (Grade 2) - £30.7594 - £33.5973 per hour of teaching

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**

Qualifications/ Training	<p>Vocational qualifications relevant to the area and level of teaching:</p> <ul style="list-style-type: none"> <li>- to a minimum of NVQ level 3 or equivalent (for FE teaching)</li> <li>- to a minimum of NVQ level 4 or equivalent (for HE teaching)</li> </ul> <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>
Knowledge/ Experience	<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 &amp; Diversity</p>
Skills/Abilities	<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>
Special Requirements	<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.*