

HEREFORDSHIRE & LUDLOW COLLEGE

Job Description

HOURLY PAID TUTOR IN WELDING

FACULTY Faculty of Land Based Studies

RESPONSIBLE TO Team Leader

JOB PURPOSE

A vocationally competent welder and fabricator to deliver a range of welding professional and recreational short courses.

As part of the role you will also be expected to carry out the associated organisational / administrative processes including preparation of work, marking and assessment, student welfare and counselling and to support and participate fully in the ongoing Faculty and College activities to achieve the College's key mission and objectives.

HLC is committed to equality of opportunity, safeguarding including the Prevent Duty and promoting the welfare of all learners and expects all members of staff to share this commitment.

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MAIN DUTIES AND RESPONSIBILITIES

A flexible approach is required to the job as change may be necessary within the scope of the post.

TEACHING AND LEARNING

- To deliver high quality teaching and learning in your subject specialism(s)
- To produce and provide resources for students to facilitate effective learning
- To use and apply modern technology to enhance the learning experience for students (eg ILT, VLE, specialist software / resources)
- To set, mark, record and feedback on student work / assessment, evidencing student progress and achievement
- To embed and support students' literacy and numeracy skills as part of your lesson planning and delivery
- To maintain accurate registers and to track and report back on individual student progress
- To supervise learners' conduct and comply with health and safety and safeguarding procedures, ensuring the welfare of the learners under your care

CONTRIBUTION TO THE WIDER TEAM

- To attend and contribute to course team meetings and departmental team meetings where applicable
- To work closely with colleagues in developing and enhancing those areas and resources relating to your subject specialism
- To participate in staff appraisal processes, and other staff development programmes, as appropriate
- To comply with College administrative and quality procedures as required
- To comply with and follow the college's safeguarding policies and procedures

PERSON SPECIFICATION

Essential

- Relevant industry experience / knowledge and skills
- Excellent communication skills
- Ability to advise, guide and communicate complex technical issues to learners
- Ability to work effectively with other team members and meet deadlines

Desirable

- Teaching qualification (support provided to achieve)
- Teaching / Training experience, preferably in the post 16 educational sector
- Relevant NVQ / Competence based assessor qualification
- Relevant NVQ / Competence based IV qualification