

Main purpose of job: To teach young people aged 16-25 on the Swarthmore Study Programme
Responsible to: Study Programme Manager
Hours: 28.8 hours per week (4 days)
Salary: £28,211.04 (starting salary) up to £29,783.52 per annum – pro rata

Conditions: Swarthmore conditions apply.

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

Key Responsibilities:

Teaching and Learning

To deliver learner centred learning programmes to meet the needs of the young people on the programme including accredited and non-accredited courses.

- To work as part of a team to deliver evaluate and develop inclusive blended learning opportunities.
- To ensure their teaching is current and relevant to student needs.
- To work as part of the team in the evaluation and dissemination of new learning resources and the sharing of innovative ways of working and great ideas.

Development

Work with the team and Manager to support the development of the programme to:

- Contribute to the curriculum planning process.
- Facilitate the introduction of new initiatives, ideas and practices within the programme.
- Take part in occasional outreach work or special events within the local community.
- Identify and implement effective methods for promoting the programmes.
- Participate in seeking funding opportunities and contribute to agreed funding applications.

Quality

- To be actively involved in the Quality Assurance cycle as required by awarding bodies and Swarthmore and ensure that agreed processes are in place e.g. Initial Assessment, ILPs effective careers guidance support.
- To take part in the Observation of Teaching & Learning and/or peer-to-peer support process as part of the Quality Assurance process.
- To ensure that all administration and other routine tasks relating to the programme are carried out to deadlines as required by the centre and its accrediting and funding bodies.
- To participate in training for personal and team development as required.

Staffing

- Ensure that TAs are appropriately supported, including negotiating training and development activities as required.

Other

- To participate in professional training and development activities as agreed with the line manager and take responsibility for their own personal development as a teacher.
- To liaise with other members of staff as appropriate.
- It is expected that hours worked will be worked at Swarthmore, or at an alternative location eg a community venue defined by Swarthmore, throughout the year.
- Some evening work or weekend work may be included.

Qualifications & Experience

Criteria	Essential	Desirable
Degree	x	
Teaching qualification	x	
Ability to teach any of English, Maths, History, Politics, Psychology up to GCSE or Level 2	x	
Willingness to teach to A level	x	
Willingness to be part of team delivering range of topics including Employability, Travel training, Art, Craft, Drama, Cookery etc	x	
Experience of SEN and Autism	x	

Skills

Criteria	Essential	Desirable
Enthusiasm and skills for teaching young people 16-25 with learning and/or behaviour difficulties/disabilities	x	
Ability to respond effectively to changing demands of an innovative learning environment	x	
Ability to plan and deliver a course that will: <ul style="list-style-type: none"> meet the needs and abilities of individual learners whilst enabling them to take part in group activities (if appropriate to the subject matter) facilitate being able to monitor individual learner's progress and any accreditation requirements, as appropriate. 	x	
Ability to adapt tasks and activities to suit individuals.	x	
To enable learners to develop confidence and genuinely make their own decisions.	x	
Ability to encourage learners to explore different activities and ways of learning in order to realise their full potential	x	
Ability to carry out Risk assessments and implement appropriate Health & Safety procedures.	x	
Ability to evaluate the effectiveness of the course and implement changes as appropriate.	x	
Ability to maintain a professional interest in new developments concerning teaching methods and materials in the subject offered.	x	
Ability to advise and recommend possible progression routes available to learners.		x
Ability to develop your own area of work and design materials which respond to new needs and interests	x	

Personal characteristics

Criteria	Essential	Desirable
Self-motivated, forward thinker, who proactively seeks opportunities and proposes solutions	x	
Ability to engage and build positive relationships with hard to reach communities	x	
A positive commitment to inclusivity	x	
Motivational and supportive to others	x	
Understanding and ability to develop and maintain a culture of ambition, respect and support	x	
Able to adapt and respond to unexpected events	x	
Able to maintain a realistic balance amongst multiple conflicting priorities	x	
A commitment to personal and professional development	x	
Ability to work constructively and flexibly as part of a team	x	
Diplomatic and discrete with an understanding of confidentiality and the ability to exercise good judgement in a variety of situations	x	
Understanding of and commitment to the work and ethos of Swarthmore	x	