



Required to start at the end of September 2019

EVENING LANGUAGE TUTORS (fixed term for the duration of course)

We are seeking to appoint Evening Language Tutors to join our team of adult language tutors for the 2019 - 2020 academic year. **We wish to appoint tutors of Arabic, Mandarin, German, Portuguese, and Swedish** who have the ability to build on our existing high reputation.

The evening courses run from **6.30pm to 8.00pm**. The successful applicant will be offered a fixed term contract for the duration of the course. The current salary is **£25.75 per hour**. The hourly rate includes all aspects of the post detailed in the job description, including the administrative part of the job, such as schemes of work, lesson preparation, keeping records and assessment.

The successful applicant will also be appointed to our pool of Adult Language Tutors on a permanent basis. This means you will be contacted by the College in future years should other appropriate courses become available. There is a possibility of teaching between one and four evenings per week depending on student numbers.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see www.teacherspensions.co.uk.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

Adult Evening Languages Provision

The department offers a wide range of non-accredited courses in Arabic, Chinese, French, German, Italian, Japanese, Polish, Portuguese, Russian, Spanish and Swedish, ranging from holiday beginner level through to advanced level.

The Head of Faculty is responsible for leading the Adult Language provision, with support from the full time Evening Language Courses Manager. The Manager oversees the operational running of the provision, including enrolments and on-course administration and ensures that satisfaction surveys are carried out. The Manager also has responsibility for liaising with students and tutors and ensures the day to day running of the provision.

There is a language laboratory which uses Sanako software which is used by the adult language students. All classrooms are equipped with Smartboard interactive whiteboards with speakers.

HOW TO APPLY

For details of how to submit your application, please visit our website
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</p>

These vacancies will be closed when suitable applicants have been appointed.

Interviews will be confirmed when candidates have been shortlisted.

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.



PERSON SPECIFICATION

We are looking for someone who can meet the following criteria:

Essential Criteria

Qualifications

1. Qualified at degree level, ideally in languages and in possession of an appropriate teaching qualification.

Knowledge

2. Up-to-date subject knowledge at an appropriate level. Non-native speakers must have had several years' exposure to the language and related culture.
3. A good understanding of what constitutes effective teaching, learning and assessment strategies.

Experience

4. Experience of teaching languages (ideally to adult learners in the language you are applying to teach)
5. Experience of working effectively with mixed ability groups.
6. Experience of using relevant methods of delivery and assessment and an ability to promote effective learning.
7. Experience of managing the learning process in response to individual needs.
8. Experience of working independently with a minimum amount of supervision.

Skills

9. Ability to deliver a high standard of teaching, learning and assessment.
10. The ability to evaluate, reflect and continue to improve.
11. Excellent interpersonal skills with the ability to work effectively and positively with adult learners and colleagues.
12. Possession of good ICT skills that can be used to enhance learning.

Professional qualities

13. An understanding of and commitment to the BHASVIC mission, statement of values and Staff Code of Conduct, Equality, Diversity and Inclusivity Policy (see our website <https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>).
14. The ability to maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, and be able to act within the contractual frameworks which set out their professional duties and responsibilities.
15. An understanding of Safeguarding and a commitment to create a safe learning environment.

Desirable criteria

16. Updated skills if teaching qualification gained over 10 years ago.
17. More than one year's teaching experience.
18. Experience of teaching a course of a similar level.

August 2019



JOB DESCRIPTION

Post title: Evening Language Tutor

Responsible to: Evening Language Courses Manager

Main Purpose of Job:

To deliver an agreed teaching commitment and undertake other related duties in line with BHASVIC practices.

Specific Duties:

Teaching

1. Plan and design appropriate teaching and learning resources as well as produce a scheme of work.
2. Assess the needs of students and ensure that the course matches their needs.
3. Ensure students receive appropriate assessment and advice on progress on a regular basis.
4. Maintain a course file on Moodle with all lesson materials delivered along with extension activities, web links and other resources to support autonomous learning.
5. Adopt reflective practices, develop and implement a range of teaching methods and aids that can also be shared with other members of the team.
6. Contribute, when required, to marketing materials and activities, for example preparing course outlines.

Administration

1. Produce and submit required documentation to meet departmental deadlines (e.g. Schemes of Work, Lesson Observation Forms).
2. Mark the College register accurately at the start of each session, e.g. for health and safety and salary purposes.
3. Monitor attendance, follow up and record reasons for learner absence and inform the College of any course withdrawals.
4. Communicate with students and act as a link between them and the College (e.g. regarding course evaluations, certificates or other College announcements).
5. Liaise with and report any technical problems in your classroom to the IT Support Team.
6. Check and respond to BHASVIC emails regularly to ensure you are abreast of current developments and in receipt of communication from your manager and others in a timely manner.

Other responsibilities:

1. Attend a paid annual staff induction meeting in September and other unpaid meetings where appropriate (e.g. for the purpose of probation, appraisal or staff development).
2. Complete mandatory induction modules upon the start of the job (e.g. Safeguarding, Equality, Diversity and Inclusivity).
3. Support the College's mission and values and adhere to BHASVIC and departmental policies and procedures (e.g. for reporting absences).
4. Actively promote equality of opportunity with and for all learners.
5. Implement the College's Health and Safety Policy and procedures.
6. Participate in continuing professional development in order to fulfil the requirements of the post.
7. Undertake any additional duties which may from time to time be reasonably requested.

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