

JOB DESCRIPTION
Tutor
Part Time

PAY: £200 Day Rate

REPORTS TO: jointly to the Course Director and the Business Director, Clay College Stoke

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

To develop and deliver business modules at Clay College Stoke ensuring the inclusion of:

- the principals of setting-up and running a business
- selling independently, through commission and working with galleries/shops
- publicity, marketing and use of social media
- sourcing and applying for funding

through relevant lectures, assignments and activities.

GENERAL DUTIES AND RESPONSIBILITIES

- Develop and use individual learning plans to track the development and progress of students.
- Work flexibly as part of the Clay College team and in the interests of the College as required.
- Comply with the college's policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

To prepare and deliver learning experiences to full-time Diploma students to enable them to meet specified learning outcomes.

- Produce appropriate schemes of work/lesson plans and resources.
- Teach lessons and provide workshops, tutorials and other supervised learning as appropriate.
- Deliver high quality teaching content that meets the needs of individual students
- Ensure a rigorous and fair assessment of the students' work and provide regular feedback to students to help them develop their skills and improve the quality of their work
- Review individual progress and revise course planning accordingly.
- Organise and schedule relevant activities to augment the curriculum.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
Qualifications			
Level 2 Qualification in English and Maths	/		Application / Certificates
Relevant Degree or professional qualification		/	Application / Certificates
Teaching Qualification/Post Graduate Qualification		/	Application / Certificates
Professional skills, experience and knowledge			
High quality teaching	/		Application / Interview
Experience teaching and lecturing at level 4+		/	Application / Interview
Knowledge and experience of developing and running a small business	/		Application / Interview
Experience of working with the ceramic, art or crafts sector		/	Application / Interview
The ability to teach basic bookkeeping and accounting for small businesses	/		Application / Interview
The ability to provide clear instruction, advice and support to individuals and groups	/		Application / Interview
Experience of photography and/or web design		/	Application / Interview
Experience of social media and other online marketing for self promotion		/	Application / Interview
Knowledge of traditional marketing methods and presentation		/	Application
Personal skills and attitudes			
Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing.	/		Application / Interview
Excellent interpersonal skills.	/		Interview
Flexible in approach.	/		Interview
Commitment to student support.	/		Application / Interview
The ability to work as part of a team.		/	Application / Interview