**Vacancy:**

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| **English Literacy and GCSE (Sessional Tutor)** |

**English at the Mary Ward Centre**

Our English section is an important part of Essential Skills & Languages and we need tutors to join our existing team. Some of the English Literacy courses will begin in September, they will be on various days at different times and will be taught in a range of centres across Southwark and East London. Tutors on these courses will be expected to work peripatetically. Others will be at our Blackfriars centre in Southwark.

**General Information**

The Mary Ward Centre offers high quality adult education and community services, covering the areas of Digital Media, Computing & IT, Business and Management, English and Maths, Languages, Humanities and Social Sciences, Health and Social Care, Writing and Publishing, Visual Arts, Music and Singing.

In the current academic year (2022-23) the centre’s main premises are at Queen Square in Holborn and we also hold sessions at our other site at Blackfriars Settlement, 1 Rushworth Street SE1 0RB, which is a short walk from Waterloo and Southwark underground stations. From academic year 2023-24 our main site will move to a new purpose-built premises on Stratford High Street, 10 minutes’ walk from the main train and bus station and 5 minutes from Stratford High Street DLR. We will continue to deliver courses from the Blackfriars settlement as well.  Our students will continue to come from all walks of life, living both locally and London wide (and beyond). Their education, work and life experience varies enormously.

In recent years, we have also expanded our provision of courses to include some courses delivered partly or wholly online via the Zoom platform. We may consider running a course in this mode of delivery if in our view there is a compelling reason to do so.

**Job Description**

The tutor will be expected to:

1. Take responsibility for planning the course in conjunction with the other tutors, including a mixture of theory, skills work and experiential learning, within the framework of Centre policy and practice
2. Teach the course.
3. Act in a reliable and professional manner at all times.
4. Devise methods of working which suit all students.
5. Evaluate the students’ skills, theoretical work, participation in group, and prepare students for exams.
6. Assess student progress throughout the course and give feedback to students, including marking written work.
7. Evaluate his/her work in order to provide a basis for future development.
8. Carry out administrative tasks as required (for example, record-keeping and end-of-course evaluation).
9. Attend occasional staff and team meetings and demonstrate a commitment to in-service training.
10. Offer advice and support to students wishing to progress to future training or work.
11. Conform to all requirements and regulations of the validating body.

**Person Specification**

The successful applicant will:

1. Have proven experience in adult education, or relevant experience in leading groups of adults, and experience of preparing students for external assessment.
2. Have a recognised qualification in teaching adults, and be committed to acquiring additional appropriate qualification within the specified timeframe.
3. Know how to structure and plan a course, and know how to assess students’ work.
4. Have specific teaching skills, including mixed level teaching, and good communication skills.
5. Be prepared to reflect on and improve their own teaching practice
6. Demonstrate understanding of the ethos of adult education.
7. Have a commitment to the Centre’s Equal Opportunities policy which

is stated below:

*The Mary Ward Centre is committed to providing an adult education service which offers equality of opportunity. We believe that all people have a right to an adult education service which promotes social justice and is free from unfair discrimination on any grounds. We are committed to opposing discrimination both in the delivery of our adult education service and in our recruitment and employment practices.*

**Pay**

The current standard rate of hourly pay is £29.71 or £31.19 per hour, depending on qualifications.

**How to Apply**

Application forms are available from the Mary Ward Centre website [www.marywardcentre.ac.uk/jobs](http://www.marywardcentre.ac.uk/jobs)

Please send in your completed application form, including the supporting statement saying how you meet the Person Specification to Alleena.hussain@marywardcentre.ac.uk

**Deadline**

The deadline to submit application forms is Monday 17th April 2023.

**If you wish to discuss the vacancy informally, please contact:**

Kirsty Barlow

Curriculum Manager – Essential Skills

The Mary Ward Centre

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