**Vacancy:**

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| **Literature (Sessional Tutor)** |

**Literature at the Mary Ward Centre**

The centre is looking to add some literature courses to its offer in Humanities and Social Sciences, having previously run courses in this subject with some success. We are looking for someone who is keen, inspirational and has a special flair. We are interested in talking to someone with a depth of knowledge in literature who could offer a range of courses exploring particular authors, genres and/or topics and themes. You are very welcome to include proposals of the kinds of courses you would like to offer as part of the application process. Details of the kinds of courses we have run previously are available upon request.

**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, 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. Assess student progress throughout the course and give feedback to students.
6. Evaluate his/her work in order to provide a basis for future development.
7. Carry out administrative tasks as required (for example, record-keeping and end-of-course evaluation).
8. Attend occasional staff and team meetings and demonstrate a commitment to in-service training.
9. Offer advice and support to students wishing to progress to further courses.

**Person Specification**

The successful applicant will:

1. Be appropriately qualified in their chosen teaching subject area, or have extensive professional experience in the field
2. Have proven experience in adult education, or relevant experience in leading groups of adults from a variety of different backgrounds
3. Have a recognised qualification in teaching adults, or be committed to acquiring the appropriate qualification within the specified timeframe.
4. Know how to structure and plan a course, and know how to monitor and evaluate it.
5. Have the following teaching skills:

good communication skills  
ability to work with mixed ability groups  
strategies for assessing student progress and achievement

1. Be prepared to reflect on and improve their own teaching practice
2. Demonstrate understanding of the ethos of adult education.
3. Experience of working with digital technologies in their teaching practice, or a willingness to undertake training to develop their skills in this area
4. Have a commitment to the Centre’s Equality and Diversity 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](mailto: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:**

Austin Hill

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The Mary Ward Centre

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