**Vacancy:**

|  |
| --- |
| **Payroll and Bookkeeping Level 1 & 2 (Sessional Tutor)** |

**Payroll and Bookkeeping at the Mary Ward Centre**

Payroll and Bookkeepingqualifications are an important and growing part of the Skills for work and Employability area. More details of the courses we offer can be found on our prospectus/website.

Successful candidates would need to be registered to deliver the Qualification with IAB. They must have extensive knowledge, expertise and understanding of all aspects of the IAB qualification and access to the IAB website. They must have experience or hold a Qualification of teaching in an adult education context and have experience engaging students of all standards and to track progress.

The Department offers a range of short courses at various levels for adults in computer related skills e.g. Office applications, Digital media including DTP and web publishing. Longer accredited courses offered are the ITQ/ECDL and e-skills, from Entry level to level 3.

The Department also offers mainly accredited business courses. These include BTEC Award in Coaching and Mentoring and APM Project Management courses.

Classes are taught in specialist rooms (both networked one computing and one multi-purpose). Students use high quality equipment at individual workstations with high speed colour printers. The tutor’s machine is linked to an interactive whiteboard. Daytime, evening and week-end courses are offered.

**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. Be fully conversant with all aspects of the specified computer software required to perform their teaching duties and to be registered to deliver IAB Qualifications.
2. Take responsibility for planning and preparing courses, including the production of class notes and sample exercises, under departmental guidelines.
3. Teach the Course
4. Act in a reliable and professional manner at all times.
5. Devise methods of working which will suit all students.
6. Assess student progress throughout the course and give feedback to students
7. Update his/her computing skills, as required
8. Attend Departmental meetings.
9. Carry out administrative tasks required of the tutor (for example, record-keeping and end-of-course evaluation).
10. To deliver exams attached to the course and qualification.
11. Ability to work with with digital technologies in their teaching practice, including online course delivery via Zoom or similar platform, or a willingness to undertake training to develop their skills in this area.

**Person Specification**

1. Successful applicants will:
2. Be a practitioner with extensive knowledge, expertise and understanding of all aspects of the computer software used or business course to be taught.
3. Hold the correct qualifications
4. Have proven experience in adult education, or relevant experience in leading groups of adults from a variety of different backgrounds.
5. Demonstrate understanding of the ethos of adult education.
6. Have a recognised qualification in teaching adults, or be committed to acquiring a qualification in the next two years.
7. Know how to structure and deliver a course, and how to monitor and evaluate it.
8. Have the following teaching skills:
   * 1. good communication skills  
        ability to work with mixed ability groups  
        strategies for assessing student progress and achievement
9. Experience of working with digital technologies in their teaching practice, including online course delivery via Zoom or similar platform, or a willingness to undertake training to develop their skills in this area.
10. Be prepared to reflect on and improve their teaching practice.
11. Have a commitment to updating his/her computing skills as required
12. Have an awareness of Health and Safety issues
13. Have a commitment to the Centre’s Equal Opportunities Policy 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.