



EVENING LANGUAGE TUTORS – various languages

Required to start at the end of September 2024

We are seeking to appoint tutors of Arabic, French, German, Italian, Japanese, Polish, Portuguese (European), Spanish and Swedish to join our team of Evening Language Tutors who have the ability to build on our existing high reputation.

Our part-time evening courses will run from the end of September / October 2024 until June 2025 and there is a possibility of teaching between one and four evenings (Monday to Thursday, class times 6.30pm to 8.00pm) subject to student numbers. We also open additional courses in January and April so there might be an opportunity to take on more teaching in the future.

Pay, Pensions and Safeguarding

When a course becomes available, the successful applicant will be offered a fixed term contract for the duration of the course. The current salary is **£27.98 per hour**. Your hourly rate is paid only for actual hours worked but takes into account such additional time that may be needed to enable you to discharge your duties effectively, including lesson preparation, schemes of work, marking, keeping records and assessment.

You are also entitled to 5.6 weeks of holiday pay (pro rata based on the duration of your fixed term contract).

This will be calculated based on your average hours worked per week and will be paid to you as a lump sum at the end of the contract. This will be shown on your payslip as holiday pay.

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 and your employer pays a further 23.68%. 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.

All classrooms are equipped with Smartboard interactive whiteboards with speakers and laptops are also provided for the tutors for the use in lessons.



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>

Please complete Parts 1 and 2 of the job application which can be found on our website. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process. 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.

PART 2

- **Your personal statement should be a detailed statement outlining how you meet each of the criteria in the person specification below. Use the ESSENTIAL 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.
- **Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

The deadline for receipt of applications is **9am Monday 8 July 2024**

Interviews will take place **on Monday 15 July 2024**

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

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(June 2024)



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. Health and Safety, GDPR, Safeguarding, Equality, Diversity and Inclusivity) and participate in training provided as part of departmental or cross College INSET.
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.



PERSON SPECIFICATION

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

Essential Criteria

QUALIFICATIONS

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

KNOWLEDGE

2. Up to date subject knowledge at an appropriate level and a firm understanding of how students learn. 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), working with mixed ability groups and responding to individual needs.
5. Experience of working independently with a minimum amount of supervision.

SKILLS

6. Ability to deliver a high standard of teaching, learning and assessment and to evaluate and reflect honestly and continue to improve.
7. Excellent Interpersonal skills with the ability to work effectively and positively with adult learners.
8. Possession of good ICT skills that can be used to enhance learning.

PERSONAL AND PROFESSIONAL CONDUCT

9. Maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, including the Staff Code of Conduct and Equality, Diversity and Inclusion Policy and be able to act within the contractual frameworks which set out professional duties and responsibilities.
10. Have an understanding of safeguarding and a commitment to create a safe learning environment.