

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

<b>JOB TITLE:</b>	Journalism Tutors – Talent Bank
<b>DEPARTMENT:</b>	Writing
<b>REPORTS INTO:</b>	Creative Writing Coordinator
<b>OVERVIEW OF THE JOB</b>	
<p>As a Journalism Tutor within our Writing Department, you will work to create an enriching learning environment that will support our adult learners to achieve their personal outcomes. You will be able to plan, teach and evaluate courses in-person in London, as well as online if necessary.</p> <p>We are particularly interested in hearing from those with experience writing about cultural, social and/or lifestyle subjects, such as film; music; visual art; sex and relationships; politics.</p>	
<b>KEY AREAS OF RESPONSIBILITY</b>	<b>KEY PERFORMANCE INDICATORS (KPIs)</b>
Undertake the teaching of Journalism courses	<ul style="list-style-type: none"> <li>• Undertake the teaching of journalism courses, ensuring learning outcomes are met.</li> <li>• Teach student-led sessions in a creative way that accurately reflects the advertised programme and meets the overall requirements of the curriculum offer.</li> <li>• Create an enriched and exciting learner environment through the aid of digital technologies and resources that enhance learners' studies.</li> <li>• Develop teaching materials that derive from a global perspective and are relevant to a diverse student group.</li> <li>• Work co-operatively within the programme area team.</li> <li>• Provide and work to a course outline, schemes of learning, and lesson plans that are sensitive to the strengths and challenges of learners and that evidence clear learning outcomes.</li> <li>• Take responsibility for classroom administration, e.g., take registers and record achievement.</li> </ul>
Assessment of Students	<ul style="list-style-type: none"> <li>• Support students to overcome barriers to learning.</li> <li>• Assess students' learning during the class, give them feedback and correct homework as required. Take responsibility for classroom administration, e.g., take registers and check students' enrolment status, etc.</li> <li>• Carry out quality assurance procedures such as student self-assessment (statements of learning), course review and evaluation procedures.</li> </ul> <p>Take responsibility for students' progress and encourage progression to other courses.</p>
Other	<ul style="list-style-type: none"> <li>• Use IT as appropriate to facilitate effective learning. Prepare IT and audio-visual equipment/resources for classes with guidance and support from IT department.</li> <li>• Advise students on progression routes to other courses etc.</li> <li>• Attend relevant training/development events and meetings as required.</li> <li>• Work at all times in accordance with and to further the policies and procedures of City Lit, including those</li> </ul>

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

	<p>regarding Safeguarding, Health &amp; Safety, Equality &amp; Diversity and customer care.</p> <ul style="list-style-type: none"><li>• Can support the process of quality improvement and understand your role in it.</li><li>• Share best practice and actively engage in continued professional development.</li></ul> <p>Any other duties as appropriate to the post.</p>
--	---

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"><li>• Have a strong record of published journalism.</li><li>• Experience writing about cultural, social and/or lifestyle subjects is a bonus.</li><li>• Experience of teaching adults or groups of adults in the creative writing space.</li><li>• Be available to teach in-person in London, as well as online when required.</li><li>• A teaching qualification is desirable.</li></ul>	<ul style="list-style-type: none"><li>• Have demonstrable knowledge of journalistic forms, including news, features and opinion pieces.</li><li>• Excellent written/verbal communication skills.</li><li>• Ability to innovate and creatively solve problems.</li><li>• Ability to use digital technologies to support effective working methods.</li></ul>

HOURS OF WORK:	Variable depending on course scheduling.
----------------	--