

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Radio Presenting Tutor
DEPARTMENT:	Drama, Dance and Speech
REPORTS TO:	Coordinator for Voice and Speech
ABOUT CITY LIT	
It is the Vision of City Lit to bring people together to enrich lives through learning	
OVERVIEW OF THE JOB	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes in the Media courses area	<ul style="list-style-type: none"> Undertake the teaching of classes in Radio presenting for beginners and for students with some experience. Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer. Operate the radio booth and record classwork to computer as needed. Provide and work to a course outline, schemes of learning, lesson plans and individual project briefs as required. Take responsibility for classroom administration, e.g. take registers and check students' enrolment status. Work co-operatively within the programme area team. Keep up to date with subject knowledge and other issues relevant to the area of work.
Assessment of Students	<ul style="list-style-type: none"> Assess students' learning during the class and provide feedback as required. Carry out quality assurance procedures such as student self-assessment (Individual records of Learning), course review and evaluation procedures.
Other	<ul style="list-style-type: none"> Use ILT as appropriate to facilitate learning, prepare ILT and audio-visual equipment for classes with guidance and support from departmental staff or e-learning advisors. Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group. Advise students on progression routes to other courses etc. Attend relevant training / development events and meetings as required. Any other duties as appropriate to the post. Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care.

SKILLS/EXPERIENCE /ATTRIBUTES REQUIRED	KNOWLEDGE/QUALIFICATIONS REQUIRED
<ul style="list-style-type: none"> Can inspire students to achieve and can support students to overcome barriers to learning. Can raise the profile of your course(s) at City Lit. Understand and have experience of promoting equality and diversity. Understand and have experience of promoting safeguarding, health and safety as appropriate to the role. 	<ul style="list-style-type: none"> Experience of teaching adults in the programme area. A qualification relevant to the subject being taught and/or equivalent experience. Have up to date knowledge, enthusiasm and interest for the subject, and undertake continuing professional development in own discipline and as a teacher.

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<ul style="list-style-type: none">• Have understanding and experience of promoting excellent customer care.• Can support the process of quality improvement and understand your role in it.• Can communicate effectively and listen to others, work effectively as part of a team, share best practice with and learn from colleagues	<ul style="list-style-type: none">• Level 2 qualifications in both Literacy and Numeracy (or equivalent).• A teaching qualification. N.B. City Lit expects its teaching staff to be qualified to teach adults. We expect tutors who teach more than 50 hours a year to be qualified to Level 3 Award in Education and Training (or equivalent). If you do not have the appropriate qualification you should be willing to obtain it within the timescales specified in City Lit's Staff Development policy.
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KEY STAKEHOLDERS/CONTACTS
<ul style="list-style-type: none">• Drama, Dance & Speech team• Quality team• HR team

Hours of Work:	Fridays 20 Jan–24 March 2023, 13:00 – 16:00 Saturday-Sunday 24–25 June 2023, 10:30–17:30
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