



AISR

Job Description

Job Title: International and local part time teaching opportunities

Permanent / Temporary: Temporary

Wage/Salary: £25 per hour

ESSENTIAL

Applicants must have at least:

- a University Degree in the specialist area or equivalent qualification;

or

- a Level 5 qualification in the specialist area and 1 years' relevant post qualifying industrial, professional or teaching experience;

and

- GCSE English (Grade A*-C) or Essential Skills Level 2 (or higher) in Communication and GCSE Maths (Grade A*-C)

or

- Essential Skills Level 2 (or higher) in Numeracy,

or

- NICATS Access Maths Modules,

or

- any qualifications which are deemed to be equivalent;

DESIRABLE

- a Post Graduate Certificate in Education or equivalent qualification recognised for teaching in the UK or be currently registered with the General Teaching Council for Northern Ireland (GTCNI) or other UK equivalent bodies.

And

- one year's relevant post qualification experience in teaching

Applicants should note that the above criteria are the minimum requirements only and may be enhanced at the discretion of the short-listing panel. If as a direct result of a disability, you cannot fully meet the essential experience requirement of the criteria for this post the Academy will waive this requirement.



Under the provision of the Safeguarding Vulnerable Groups (NI) Order 2007 this post is deemed to be a regulated position. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Skills Necessary:

Selection process will be in the form of an interview and teaching demonstration. Candidates will be asked to prepare a lesson. The topic will be given to each candidate on the day of interview and will be based on their vocational competence.

We are currently looking for international and local (L'Derry) part time teachers in the following faculties: Science, Business Management, Business Administration, Photography, Digital marketing, IT, Hospitality, Teaching and Lecturing, Careers and Employability.

These posts are for highly effective people, capable of delivering high quality education in a variety of formats from Entry Level to Level 5 Diplomas.

The candidates will be expected to undertake the role of course leaders. We would welcome candidates who can demonstrate innovation in their teaching.

Main duties and responsibilities:

1. To teach from entry level to level 5 in areas allocated by the Principal
2. To engage with the broader scholarly and professional communities for the benefit of students and Academy.
3. To contribute to the development, planning and implementation of a high quality curriculum.
4. To assist in the development of learning materials and lessons, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
5. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
6. To participate in the development, administration and marking of exams and other assessments.
7. To provide pastoral care and support to students.
8. To participate in the administration of the department's programmes of study and other activities as requested.
9. To contribute to departmental, faculty working groups or committees as requested.
10. To maintain own continuing professional development.
11. To actively follow and promote Academy's policies, including Equal Opportunities.
12. To maintain an awareness and observation of fire and health and safety regulations.
13. Be prepared to be an internal verifier for the Academy
14. Any duties deemed suitable by the Academy



15. Candidates should be prepared to teach internationally in India, Nigeria and/or Cameroon and they will need to be able to travel to these countries.

For international teaching opportunities an allowance to cover accommodation and travel will be paid by the Academy.

All appointments are subject to a satisfactory check by the Access NI.

A Basic Disclosure contains details of all unspent convictions, or will state that no such convictions were found. Standard and Enhanced Disclosures contain spent and unspent convictions (all subject to filtering). Where appropriate Enhanced Disclosures will also contain Barred List information and/or additional police information. Please note, that a criminal record will not necessarily be a bar to obtaining a position and the Disclosure Information will not be used unfairly.

The following policies/guidelines are available on request:

- AccessNI filtering guidelines (non-disclosure of information on certificates which is considered to be old and/or minor);
- the Academy's policy on the recruitment of ex-offenders and
- the Policy statement (which confirms how the Academy meets AccessNI's code of practice/service level agreement)

Why are you processing my personal information?

The processing of personal information enables AccessNI to provide a public service to individuals who for the purposes of employment or volunteering, require a certificate setting out details of their criminal record or other relevant information. The certificate can also be used to establish no such information is available about the applicant. Access NI's full Privacy Notice is available at <https://www.justice-ni.gov.uk/sites/default/files/publications/justice/accessni-revised-privacy-notice-3-May-2018.pdf> or is available on request.

The Academy has a policy on the secure Handling, Use, Storage and Retention of Disclosure information, this policy is available on request.

Person Specification

The person specification shows the abilities and skills candidates will need to carry out the duties in the job description. Short listing is carried out on the basis of how well candidates meet the requirements of the person specification. Candidates should mention any experience they have had which shows how they could meet these requirements when they fill in the application form. If candidates are selected for interview they may be asked also to undertake practical tests to cover the skills and abilities shown below:



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|---------------------------------|--|
| Education and experience | Experience of working with children/students/vulnerable adults |
| | Professional values and practice |
| Skills | Effective oral and written communication |
| | Excellent working relationships with both children and adults |
| | Good organisational and time management skills |
| | Good ICT skills to support learning |
| | Ways of creating and motivating learning environment |
| Abilities | Planning for learning |
| | Specialist learning and teaching |
| | Ability to work constructively as part of a team |
| | Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities |
| | Ability to apply appropriate assessment methods |

Equal Opportunities Statement

1. AISR is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity. It aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

2. We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief
- sexual orientation (including civil partnership status)

3. The Academy's has a moral and statutory duty to promote the welfare of the children and vulnerable adults and safeguard them from abuse. Our Safeguarding Policy is based on the Academy's zero tolerance approach to abuse and other harmful behaviour.