



# Job Description

**Post title:** Sessional Tutor – Glass Art

**Responsible to:** Curriculum Manager – 3D Arts and Crafts

**Salary:** £34.66 per hour including holiday pay

---

## **Purpose of Job:**

To deliver teaching, learning and assessment within a specialist area to the highest possible standard. To provide other support, advice and guidance and assessment to ensure the best possible learner experience.

## **Main Duties and Responsibilities:**

- To carry out all teaching duties to the highest possible standard.
- To provide learner feedback and guidance and support achievement and progress
- To engage with college appraisal and staff development.
- To participate in any arrangements required to facilitate college inspection.
- To contribute to, support and provide information necessary for the effective administration of the course, subject area and college
- To participate in the college self-assessment process and contribute to the college performance indicators.
- To complete all necessary record keeping
- To contribute enthusiastically to the work of the college, supporting and conforming to all college policies and corporate decisions.
- To ensure all the required standards of health and safety and adhere to all college policies including Health & Safety, Equal Opportunities and Quality policies.
- To undertake such other duties relating to the efficient and effective operation of the Programme Area consistent with the responsibilities of the post or as may reasonably be required from time to time by the Principal or Deputy Principal.

This list is not exhaustive, and is only an indication of responsibilities.

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate at May 2026 but is subject to change and development in line with the needs of the College.



## PERSON SPECIFICATION – Glass Art Sessional Tutor

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

	<b>Qualifications</b>
1	The candidate will have a related qualification to at least Level 3 or equivalent
2	Award in Education and Training at L3 or equivalent. The right candidate is willing to gain the teaching qualification within one year of the job offer.
3	Literacy qualification at least Level 2, numeracy qualification at Level 2
	<b>Experience, knowledge, skills and abilities</b>
4	Teaching glass art to adult learners
5	Promoting equality and diversity through teaching learning and assessment
6	Experience of teaching or leading ensembles of learners
7	Broad knowledge of subject area
8	A range of teaching, learning and assessment strategies
9	Understanding of the needs and interests of adults engaging in learning and of those who face barriers to employment
10	An understanding of the needs of diverse ethnic groups
11	Ability to support learners' individual needs, enabling them to make progress
12	Able to communicate effectively to a broad range and diverse group of people
13	ICT skills sufficient to deliver e-learning and support organisational work
14	Proactive and self-motivated