

**Job Title:** MA Education (SEND) – Sessional Lecturer

**Salary:** HE1 – HE4

**Responsible to:** MA Programme Leader

**Purpose:** To develop, co-ordinate and deliver high-quality sessions on the MA programme

**Responsibilities:**

- Deliver outstanding sessions to students on the MA course.
  - Meet the learning needs of individual students via suitable differentiation and identification of those who would benefit from additional learning support.
  - Refer students appropriate to College support services via the Student Support Administrator e.g. learning support, counselling, hardship, childcare, and for any issues related to access of college resources
  - To establish good relationships with learners which promotes the achievement of learning
  - Monitor and evaluate the performance of students
  - To devise assessments which are at an appropriate standard, and assess the learners against the aims and objectives of the programme.
  - To include a regular schedule of setting, marking and returning work to learners within agreed deadlines as appropriate
  - Create and also oversee schemes of work, online learning resources and other resources that support staff and learners.
  - Attend events on an ad hoc basis to include; open events, visits and guest speaker sessions.
  - Identify opportunities to further develop the provision through collaboration nationally and globally
  - Attend all MA Course meetings
  - Prioritising the safeguarding of all students and participate in training on safeguarding matters
  - Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
  - Any other tasks reasonably required by the Principal/Director
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**Job Title:** MA Education (Leadership and Management) – Sessional Lecturer

**Essential Requirements**

- Educated to Masters level in Education
- Confident and very able delivering online using virtual learning environments and live video software.
- Excellent organisational and record keeping skills
- Excellent communication skills
- Flexible, committed and able to work as part of a larger HE team

**Desirable Requirements**

- Doctorate in Education
- Teaching qualification (PGCE/Cert Ed)
- Experienced manager of education provision and teaching teams
- Experience teaching teachers
- Experience of working in an HE setting