



## **Part Time Variable Hours Tutors - Various Subjects**

**£16.43 - £18.66 per hour**

**Plus payment for the equivalent of 9 weeks annual leave**

We are seeking enthusiastic individuals to join our pool of Part-Time Variable Hours Tutors to teach on planned courses throughout the year. We offer an extensive range of courses at all levels up to Foundation degree, (with the exception of Agricultural and Land Based studies). In particular we are looking for Tutors qualified to teach one or more of the following subjects:

English

Dance

Music

Motor Vehicle

Engineering

We offer a range of competitive benefits including: 9 weeks holidays; comprehensive training and development opportunities including support to achieve a recognised teaching qualification; final salary pension scheme.

**The successful candidate will be required to undertake an enhanced Criminal Records Bureau disclosure check.**

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If you are interested in applying for these posts please complete the PTVH application form and return it along with a covering letter, by email to [recruitment@yorkcollege.ac.uk](mailto:recruitment@yorkcollege.ac.uk) or post to Human Resources, Sim Balk Lane, York, YO23 2BB

**If you are returning your Application Form by post please ensure you add the correct postage for the size and weight of the envelope.**

## Job Description

1. **Post:** Part-Time Variable Hours Tutor
2. **Hours of work:** As agreed between the Tutor and the College
3. **Responsible to:** Heads of Division  
**Responsible for:** N/A

### 4. Main Purpose of Job:

To plan and deliver a quality experience for specified learners, which leads to high levels of learner success.

### 5. Duties and Responsibilities

The post holder will be expected to:

- 5.01 Teach on specified courses and learning programmes, including any necessary preparation and marking.
- 5.02 Carry out such assessment as required by Awarding Bodies in a fair, consistent and reliable way and contribute to Internal Verification/Moderation activities.
- 5.03 Maintain programme documents and other records.
- 5.04 Work with the staff team to maintain a high quality provision, including the design and development of programmes and appropriate learning resources.
- 5.05 Contribute to Quality Assurance functions, including curriculum validations, reviews, audits and inspections.
- 5.06 Liaise with Head's of Division, Progress Tutors and other Tutors as required e.g. regarding learning support and assessment requirements.
- 5.07 Contribute positively to Programme and Division teams as required.
- 5.08 Liaise with external Bodies as appropriate e.g. Awarding Bodies.
- 5.09 Take responsibility for maintaining working standards/operations which comply with Health & Safety regulations.

**NOTE:** The job description is current as at the date of the appointment. In consultation with the appointee it is liable to variations made by the management to reflect or anticipate changes in or to the job.

### 6. Budget Responsibility

The post holder is not a budget holder under the College's accounting systems. However the post holder will be required to observe and comply with the financial regulations of the College at all times.

### 7. Relationships

The post holder will be responsible to the Head of Division.

## **8. Social Conditions**

The post holder will normally be based at the Sim Balk Lane site but may be required to work elsewhere in order to carry out the duties of the post.

## **9. Economic Conditions**

£16.43 - £18.66 per hour (subject to qualifications) plus payment for the equivalent of 9 weeks annual leave.

## **10. Equality**

The College is firmly committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and support the implementation of the College's Equality Policy as appropriate. Any employee who discriminates on any of the grounds outlined in the College's Equality Policy may be subject to the College's Disciplinary Procedure.

## **11. Training**

The post holder will be given reasonable training as required to carry out the duties of the post. Training needs are formally assessed through the College's Performance Review Scheme.

## **12. Health and Safety**

The post holder will be required:

- 12.01 to take reasonable care to safeguard their own safety and that of others with whom they work;
- 12.02 to co-operate with designated officers named by the Governors and/or the Principal and any other designated college manager to enable the College to comply with its obligations under Health & Safety legislation;
- 12.03 not to interfere with or to misuse anything provided in the interests of health and safety or welfare;
- 12.04 to report immediately any defects in plant, equipment or the working environment.

## **13. Safeguarding Children**

York College is committed to equality of opportunity and safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

This position may from time to time involve supervising children, young people or vulnerable adults. This may be in a classroom setting or on a one to one basis, providing tutorial / pastoral support etc. Consequently, the post-holder will be obliged to undertake an enhanced Disclosure check through the CRB.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>How will criteria be assessed:</b> e.g. Application Form, Interview, etc.
<b>Experience</b>	1.1 Recent/current industrial experience	1.2 Membership of Professional Bodies 1.3 Marketing of FE course 1.4 Teaching at FE level (including the NVQ programmes)	Application Form Interview References
<b>Qualifications</b>	2.1 Relevant industrial / professional qualification 2.2 A Teaching Qualification e.g. Cert Ed or PGCE (or willing to work towards) 2.3 Skills for Life qualification at an appropriate level e.g. Certificate in Adult Learner Support (Literacy, Numeracy, ESOL), Certificate for Adult Literacy / Numeracy Subject Support Specialists, Certificate for Adult Literacy / Numeracy / ESOL Subject Specialists (or be willing to work towards) 2.4 GCSE Maths & English Grade A-C (or equivalent)	2.4 First Aid 2.5 Certificate in Education 2.6 TDLB D32/D33/D34/D36 (AI, V1) or willing to work towards	Application Form Interview
<b>Skills &amp; Knowledge</b>	3.1 The ability to work with a wide range of students 3.2 The willingness and ability to teach across a mixed range of programmes and work under pressure 3.3 The ability to develop and promote aspects of provision		Interview References

<b>Disposition &amp; Personal Attributes</b>	4.1 Well presented 4.2 Excellent communication / interpersonal skills (oral and written) 4.3 Ability to work flexibly and effectively as part of a team 4.4 Suitability to work with children and/or vulnerable adults		Interview References
<b>Health</b>	5.1 Good attendance record as required to meet the demands of the role		References Medical Questionnaire

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## **PART TIME VARIABLE HOURS TUTORS: SUMMARY TERMS AND CONDITIONS 2011/12**

### **WORKING AT YORK COLLEGE**

#### **1. Working Hours: Schedule of Contracted Teaching**

- (i) You will be issued with a Schedule of Contracted Teaching. This details your contracted teaching for the term/year including course/subject, class time, hours, start/finish dates, duration of teaching and the hourly rate.
- (ii) Part Time Variable Hours Contracts are designed to enable the college to respond to fluctuations in the demand for teaching – student numbers may fluctuate from one year to the next. Consequently, during the course of your employment with York College, your hours of work may vary from one year to the next, or from one term to the next.
- (iii) If it is necessary to reduce your hours (for example, if a course you are teaching on has to cease) the College will endeavour to find you suitable alternative employment elsewhere within the College. If there is no suitable alternative work available, you will be entitled to receive 2 weeks' notice of a reduction in these hours, which will be paid at your normal hourly rate.

#### **2. Duties**

As a Part time variable hour tutor your duties will include, but will not be limited to, formal scheduled teaching, student assessment, preparation of learning materials and assignments, marking of students' work and, administration, and personal professional development, and possibly, acting as Programme Leader/Progress Tutor.

#### **3. Salary**

Part Time Variable Hours Tutors are remunerated at points 7 to 10 of the York College academic pay scale, depending on the job role (whether you are contracted to undertake teaching duties under PTVH Tutor "A" or "B" and whether you possess a professional

teaching qualification at the level of the Diploma in Teaching in the Lifelong Learning Sector (DTTLS)).

Part Time Variable Hours Tutor "A" unqualified: Point 7

Part Time Variable Hours Tutor "A" qualified: Point 8

Part Time Variable Hours Tutor "B" unqualified: Point 9

Part Time Variable Hours Tutor "B" qualified: Point 10

You will be remunerated at the relevant hourly rate. Added to this will usually be notional preparation and marking of 15 minutes per hour taught

(i) Meeting Rate

All Part time variable hours tutors who are asked and agree to attend events such as training events, meetings and student evenings will be paid a meeting rate of £15.00 per hour. Any individual wishing to make a claim in respect of such meeting should claim on the part time variable hour claim form.

#### 4. Requirement for Teaching Qualification, Continuous Professional Development (CPD), and Literacy and Numeracy Skills

- (i) The Further Education Teachers (England) Regulations 2007 provide that Part Time Variable Hours Tutors appointed on or after 1 September 2007 who are new to teaching in the FE sector will be required:
- To gain the initial teacher training award within one year of the commencement of your employment. This initial award is compulsory, and is called Preparing to Teach in the Lifelong Learning Sector (PTLLS).
  - To subsequently progress to the Certificate in Teaching in the Lifelong Learning Sector (CTLLS). This additional qualification must be completed within 5 years of the start of your employment.
- (iv) In addition, all part Time Variable Hour Tutors must join the Institute for Learning (IfL), the professional body for teachers in Further Education. Once joined, you must record your Continuous Professional Development (CPD) with the IfL. A full-time Tutor records a minimum of 30 hours CPD each year, and you must record a proportional amount, down to a minimum of 6 hours CPD each year. For further advice and guidance on this issue, contact the Senior HR Adviser, Training and Development.
- (v) The Corporation will review with you, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that you are to fill, and will provide such assistance as it deems reasonable to enable you, if required, to secure requisite qualifications. In the event that you fail to secure requisite qualifications within the period specified in the Regulations referred to in 5.1 above, the Corporation may have no alternative but to terminate your employment, and to this end the Corporation reserves the right, notwithstanding any other provisions of this contract, to terminate your employment by giving one month's notice (or statutory notice, whichever is the greater) in writing in such circumstances.
- (vi) In addition all Part Time Variable Hours Tutors whose employment commences on or after **1 September 2007** must possess literacy and numeracy skills at **level 2**. This may be demonstrated either:

- through an appropriate qualification gained no earlier than 5 years prior to their appointment, or
- through in-house diagnostic testing

In addition, Tutors appointed to teach within **Skills for Life** must have literacy and/or numeracy skills at **level 3** (depending on the specialist subject being taught).

**In the event that a new Part-time Variable Hours Tutor does not possess the required qualifications, demonstration or attainment of the required levels of literacy and numeracy is a requirement within the first 12 months of employment.** Failure to demonstrate the required levels within this period may result in the employment being terminated.

## 5. Notice of Termination of Employment

Your teaching contract may be terminated as follows:

- you may terminate the Contract prior to the expiry of the contracted teaching by giving the College two weeks' written notice;
- the College may terminate the Contract at any time on giving you either two weeks' written notice, or one week's notice for each year of continuous employment, up to a maximum of 12 weeks, whichever is the greater;
- the College may terminate the Contract without notice if you are guilty of gross misconduct, gross negligence or gross incompetence.

## 6. Location

You will be required to teach at the College's premises at Sim Balk Lane or at any other premises which the College currently has or may subsequently acquire.

## 7. Method of Payment

Payment will be made monthly in arrears by Bank Credit Transfer.

## 8. Submission of Part Time Pay Claim Forms

Your claim form should be completed for the period up to and including the last day of the month in which you have worked. It is important that you submit your claim form on a monthly basis, in order that the college can adequately monitor expenditure against budgets. To this end the College reserves the right to disallow payment in respect of claim forms submitted more than 3 months in arrears.

## 9. Holidays

- Part Time Variable Hours Tutors are entitled, on a pro rata basis (pro-rata because they only work a proportion of the year) to receive the equivalent holiday entitlement as full time or proportionate Tutors. Full time Tutors who are contracted to work throughout the year are entitled to 42 days annual leave plus 9 days bank holiday, i.e. 51 days or 10.2 weeks.
- Allowing for the fact that Part Time Variable Hours Tutors work a smaller proportion of the year compared to full time or proportionate tutors, you are

entitled to 9.2 **weeks** paid annual leave pro rata in each holiday year (being the period from 1 September to 31 August). The 9.2 week entitlement is based on a 36 week teaching year. Staff who work for a proportion of this 36 week year will accrue less than 9 weeks holiday entitlement.

(iii) You will receive your 9 weeks' paid holiday entitlement as follows:

(specific term dates will be supplied annually):

- Christmas Break 2 weeks
- Easter Break 2.2 weeks
- Summer Break 5 weeks

*Payment for annual leave will be based on your average weekly earnings, calculated by reference to the teaching you are contracted to undertake as specified on your Schedule of Contracted Teaching, issued to you at the start of each term/ year.*

(iv) Payment for each block of paid leave will be made in the following pay runs:

- Christmas Break January
- Easter Break April/May
- Summer Break August

## **10. Occupational Pension**

You are entitled to participate in the Teachers' Superannuation Scheme ("TSS") subject to its terms and conditions from time to time in force, details are available upon request from the Human Resources Office.

## **11. If you are ill**

- (i) If you are unable to teach a class by reason of sickness or injury, you should notify your Line Manager at the earliest opportunity, in order that arrangements can be made to cover your teaching. The College's Sickness Reporting Procedure can be found in the Human Resources Section on the Staff Intranet. Go to the Human Resources Home Page, and the file path Personnel/Policies/Sickness Reporting Procedure. Alternatively, contact the Human Resources.
- (ii) If you are absent from work due to sickness or injury you may be eligible to receive sick pay in accordance with the College's Sickness Policy (Academic Staff). A copy of the policy can be downloaded by accessing the Human Resources Home Page, file path HR Policies and Documents/Sickness Policy (Academic Staff). Alternatively, contact Human Resources.
- (iii) If you are contracted to teach a class and you are unable to do so because of illness or injury, you should complete your pay claim (as you would do to claim for a class that you taught), specifying that you were off sick by marking an "S" at the side.

## **12. Division and Induction Meetings**

You are required to attend an induction meeting at the start of the academic year, for which you will receive payment at your normal hourly rate. You may also be required to attend a

minimum of one course team meeting per term for which you will receive payment at the normal hourly rate.

### **13. Conditions of Appointment**

Your employment at York College is subject to the following conditions. Please note we reserve the right to withhold payment for work undertaken until points 1 to 3 below have been satisfied.

- 1.** proof of your right to work in the UK;
- 2.** proof of identity
- 3.** proof of address
- 4.** satisfactory references;
- 5.** proof of qualifications held;
- 6.** disclosure clearance if you teach under 18 or vulnerable adults
- 7.** Medical fitness
- 8.** Overseas check (if you have lived or worked overseas)

## **Additional Information about working for York College**

The College has a number of facilities that staff can use e.g. Sports and Gym facilities, Hair and Beauty Salon (including Spa), Restaurant, Nursery (for children aged 0-5 years), Learning Centre etc.

### **Health, Safety and Welfare**

Protective Equipment: Provided free

Eye tests/spectacles: For VDU users (as defined by regulations); cost of eye test and contribution to the cost of spectacles, in approved cases

Health surveillance: For those working in hazardous environments

York Workplace Chaplaincy: Free pastoral support through confidential listening, mentoring and counselling (regardless of religious affiliation).

### **Car Parking**

There is a nominal car parking charge of 50p per day. Alternatively, you can apply for an annual permit for £60 for a car or £45 for a motorbike/moped which payable in full in advance. Whatever option you choose to pay, all vehicles must display a permit. All drivers will need to have held their licence for at least 9 months to be eligible to apply for a permit. Permits are obtained from the Estates Department, room 1F123.

However, although parking after 5pm is free, you still require a parking permit.