



Coventry University Students' Union

Job Description

Job Title:	BSL (British Sign Language) Sessional Trainer
Hours:	Expected to be 100 hours over the academic year
Remuneration:	Hourly paid – £24.28 – £27.68 per hour plus holiday pay
Department:	Student Voice
Location:	Coventry
Responsible to:	Education & Skills Manager
Responsible for:	–

Purpose


Responsible for the delivery of high-quality teaching of BSL (British Sign Language) to learners across a range of levels, with a focus on sessions for beginners/novices.


Main Duties and Responsibilities

1. Deliver engaging and effective BSL lessons to groups of learners as part of Phoenix+, an employability initiative offered by the university in partnership with the Students' Union.

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2. Plan, prepare, and adapt teaching resources to meet the needs of diverse learners, including those with additional support needs.
 3. Assess learner progress through a variety of methods and provide timely, constructive feedback.
 4. Maintain accurate records of attendance, progress, and achievement in line with module requirements.
 5. Support learners in their learning, embedding employability and personal development skills where appropriate.
 6. Promote and foster an inclusive, supportive, and safe learning environment.
 7. Participate in curriculum development and quality assurance to improve course content, including responding to feedback and enhancing future delivery of modules.
 8. To reflect critically on delivery practice, implement improvements, disseminate good practice to others and contribute to quality monitoring.
 9. Attend relevant team meetings, training, and professional development activities.
 10. To ensure that EDI and accessibility is embedded into all aspects of training and teaching delivery.

General Responsibilities

1. To abide by the Union's constitution, procedures and policies at all times.
 2. To be committed to the Union's values by being Helpful, Inclusive and Ethical.
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3. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
 4. Undertake any other duties commensurate with the grade range of the post.

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:



Person Specification and Shortlisting Criteria

BSL Trainer

All applicants must have eligibility to work in the UK.

Shortlisting criteria and required experience:

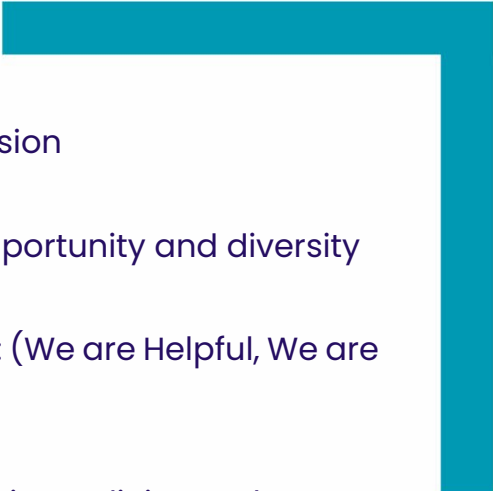
This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions.

1. Essential – BSL qualification minimum Level 3 or equivalent experience
2. Desirable – A recognised teaching or training qualification (Examples include Level 4 Diploma in Education and Training (DET), Level 4 Certificate in Education and Training (CET))
3. Essential – Experience of teaching BSL to groups of learners in an educational or community setting both in a classroom and online setting
4. Essential – Good IT skills, confident using Microsoft Office and comfortable with online teaching and collaboration tools
5. Essential – Strong understanding of Deaf culture, communication needs, and inclusive practice
6. Desirable – Understanding of Higher Education Organisation / Students' Unions or Membership Organisations

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

- Excellent interpersonal skills and organisational skills
- Dynamic and fun approach to teaching and learning
- A high degree of commitment to excellent customer care
- Ability to work well in a team

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- Work on your own initiative without close supervision
 - Attention to detail.
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours
 - Willingness to champion our organisation values: (We are Helpful, We are Inclusive, We are Ethical)

All staff are expected to comply with all Students' Union policies and procedures.

