

## External Teaching Adviser

### Job Specification

The main responsibilities of a CICM External Teaching Adviser are to:

- Support and mentor CICM tutors, through observations of teaching and learning.
- Act as a critical friend while promoting the sharing of best practice, leading to higher standards of quality in teaching, learning and assessment.
- Most observations will be conducted virtually. Occasionally face to face observations may be required

### Responsibilities

- (1) To plan for lesson observation activities as agreed with CICM Qualifications and Delivery Manager.
- (2) To observe a range of lessons during the daytime and evening, using CICM quality criteria to assess teaching, learning and progress, and keeping observation reports and records as required.
- (3) To provide verbal and written feedback to the tutor, identifying strengths and areas for development.
- (4) To discuss and agree development plans with tutor to support their continuing professional development of both sector expertise and teaching skills.
- (5) To provide observations reports to the CICM Qualifications and Delivery Manager
- (6) To attend and contribute to at least two best practice tutor calls/events a year to share and promote best practice.
- (7) To attend CICM Credit Academy Board at least once a year to report on lesson observation findings and share expertise.
- (8) To support CICM continuous improvement by identifying possible improvements to the observation process.
- (9) To ensure personal continuing professional development and participate in training where appropriate, keeping up to date with best teaching practice as well as national and local developments in adult learning.

**The role involves:**

Lesson observations carried out during the year.

- Up to 3 hours per observation including;
  - 45 mins - 1 hour observing a lesson.
  - 1 hour 45 mins writing up feedback on CICM paperwork.
  - 20 - 30 mins feedback time.

**Candidate Criteria:**

- A teaching qualification, relevant experience of teaching adults and of a formal observation process aligned to an Ofsted inspection framework.
- Experience of successfully working within an Ofsted inspection framework to ensure a high standard of provision and care for learners.
- Excellent written and oral communication skills and IT skills.
- Agreement to having a full DBS check carried out.