



Job Title:	Tutor - Bookkeeping and Computerised Accounts up to level 3
Organisation:	Redbridge Institute of Adult Education
Address:	Gaysham Avenue, Gants Hill, Ilford IG2 6TD
Type of Organisation:	Adult and Community Learning Provider
Size of Post:	Part Time – Sessional Tutor
Salary:	£20.40 – 24.97 per hour depending on qualifications and experience
Directly responsible to:	Assistant Principal Adult Skills

We are seeking an experienced specialist to deliver a range of courses that are part of our Business offer. The successful candidate will need to have worked in the sector and have experience of delivery of the suite of International Association of Bookkeepers and City & Guilds qualifications in bookkeeping and computerised accounts. You will also need to be familiar with the 'Sage 50' computerised accounting software. Redbridge Institute is a 2017 IAB Gold Centre and we expect the successful candidate to support our learners to maintain this success.

You will need to have a minimum of one year's teaching experience, relevant subject specific and teaching qualifications. We consider tutors who are completing full teaching qualifications. The post will include working in Redbridge Institute's main sites at Gants Hill and teaching a flexible daytime, evening and Saturday timetable. You will be supported by a dedicated team of curriculum and administrative staff. There are excellent staff development opportunities.

For further information and an application form, please visit our website www.redbridge-iae.ac.uk Applications must be emailed to staffing@redbridge-iae.ac.uk or posted to be received by **5.00pm 21st November 2017.**

Interviews to be held week commencing 4th December