



Lecturer in English

Job Description

Faculty / Department:	Maths and English		
Responsible to:	Head of Learning		
Responsible for:	N/A		
Grade:	Salary Range: £29,470 - £39,717 per annum (Grade 3 – 4, SCP 17 – 25)	Hours /contract:	Academic terms and conditions. Full-Time or part time opportunities, permanent.

Role Summary:

The successful applicant(s) will join an established team that plans, implements, and delivers English programmes, mostly to re-sitters. The teaching commitment could be on either or both of the following programmes:

- GCSE English Language
- Functional Skills English

Main Duties and Responsibilities:

Work Processes and results

- To deliver engaging English language lessons to GCSE/FS re-sitters.
- To work with the Head of Learning, the English co-ordinator and the English team in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.
- To assess learners according to established guidelines, and provide a positive learning experience.
- To design, develop, monitor and share resources for learner use.
- To participate in parent evenings, open events, enrolment and interviewing applicants.
- To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.
- To attend and contribute to relevant meetings within the department and the college.
- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.

- To work flexibly as directed by the line manager.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- Have available an up to date scheme of work (showing methods of delivery and the development of wider skills) for each course/class taught and to provide a copy of this information to the Head of Learning by the start of the course.
- Using the college's central system, promptly and accurately update all class records including the register of attendance and tracking of student progress against targets.
- Keep records as required of all student assessed work and report progress or otherwise at appropriate meetings.
- Undertake the normal administrative duties required of lecturers including assistance with the initial assessment of learners during enrolment, induction and providing management information as required.

Team Work

- To work closely with the other Departments, as well as with partner agencies.
- To work closely within the English team itself.

Supervision / Staffing.

- N/A

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the college's CPD programme.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.
- Follow all agreed Quality Assurance and Risk Management Systems operating in the College.

College Values

- To demonstrate and uphold the College's values
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at March 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Lecturer in English

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certificate

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified teacher e.g., Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification. Level 3 qualification within relevant subject area. Minimum of 4 GCSEs (A* - C, 9 – 4 or equivalent), including Maths and English. 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> Degree level qualification. 	<p>A, C</p>
Experience	<ul style="list-style-type: none"> Recent experience of delivering GCSE English and/or Functional Skills programmes. Evidence of delivering high quality and effective learning. Evidence of providing learning to groups and individuals. Evidence that you are able to apply effective approaches to teaching to more than one level and target audience. 	<p>A, I, P</p> <p>A, I</p> <p>I, P</p> <p>I</p>	<ul style="list-style-type: none"> Experience of delivery in an FE setting. Experience of motivating disengaged learners. 	<p>A, I</p> <p>A, I, P</p>
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector. 	<p>A, I</p>	<ul style="list-style-type: none"> Have an understanding of effective pedagogical approaches to delivering English in the FE sector. 	<p>I, P</p>

	<ul style="list-style-type: none"> • Sound knowledge of developments within the relevant sector. • Excellent communication and interpersonal skills. • Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent. • An understanding of safeguarding and its importance within the college. • Ability to plan and prioritise. • Effective time management skills. • Able to work flexibly as part of a team. • Ability to show innovative planning methods for curriculum design. • Ability to deliver blended learning via web-based platforms to aid distance learning. 	<p>A, I I, P A, I</p> <p>I I A, I A, I</p> <p>A, I</p> <p>A, I, P</p>	<ul style="list-style-type: none"> • Sound knowledge of developments within the relevant sector. • Evidence of working on or leading different initiatives to improve the learner journey. 	<p>I I</p>
<p>Other</p>	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. • Demonstrate an ability to take responsibility for your own and others Health and Safety at work. • Demonstrate a commitment to safeguarding and promoting student welfare. • Flexible and professional approach. • Ability to work as part of a team to achieve common objectives. • Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational policy and procedures. 	<p>I, P</p> <p>I, P</p> <p>I</p> <p>I, R</p> <p>I, R</p> <p>I, R</p>	<ul style="list-style-type: none"> • Evidence of continued professional development. 	<p>I</p>