



## Lecturer in English

### Job Description

<b>Faculty / Department:</b>	Maths and English		
<b>Responsible to:</b>	Head of Learning		
<b>Responsible for:</b>	N/A		
<b>Grade:</b>	Salary Range: £30,427 - £42,136 per annum (Grade 3 – 4, SCP 16 – 28)	<b>Hours:</b>	Part-time, 18.5 Hours Per Week, Permanent (0.5 FTE)

#### 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 to the following programme:

- GCSE English Language
- Functional Skills English

#### Main Duties and Responsibilities:

##### Work Processes and results

- To deliver engaging GCSE English language lessons to a range of 16-18 resit students and adult learners. This delivery may also include functional skills English classes.
- 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 June 2025. 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
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Qualified teacher e.g., Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification.</li> <li>Level 3 qualification within relevant subject area.</li> <li>Minimum of 4 GCSEs (A* - C, 9 – 4 or equivalent), including Maths and English.</li> </ul>	A  A  A	<ul style="list-style-type: none"> <li>Degree level qualification.</li> </ul>	A, C
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of delivering GCSE English</li> <li>Evidence of delivering high quality and effective learning.</li> <li>Evidence of providing learning to groups and individuals.</li> <li>Evidence that you are able to apply effective approaches to teaching to more than one level and target audience.</li> </ul>	A, I, P  A, I  I, P  I	<ul style="list-style-type: none"> <li>Experience delivering Functional Skills programmes.</li> <li>Experience of delivery in an FE setting.</li> <li>Experience of motivating disengaged learners.</li> </ul>	A, I  A, I, P
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Have an understanding of effective pedagogical approaches to delivering English in the FE sector.</li> </ul>	I, P

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



## **TERMS & CONDITIONS FOR ACADEMIC STAFF**

### **Conditions of Appointment**

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### **Pension Arrangements**

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

### **Working Hours**

The standard full-time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

### **Sick Pay**

The College has a scheme of enhanced sickness benefits.

### **Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

### **Holidays**

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

### **Staff Parking**

Free and ample parking space is available on both sites, subject to availability at peak times.

### **Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27<sup>th</sup> falls on a weekend or bank holiday day.

### **Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

### **Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

### **Location of Work**

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

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### **Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favorable treatment on any grounds, which cannot be justified in relation to employment, education and training.