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**HIGHBURY COLLEGE**

**JOB DESCRIPTION**

**Post : Lecturer in ESOL**

**Grade : Lecturing Scale**

**Responsible to : Managing Director, Foundation Learning Company**

**Location : Portsmouth**

# **Date Job Description Produced : December 2017**

**College Vision 2020**

A world-class learning enterprise, leading the way, transcending borders

* Transforming and enriching lives
* Pioneering innovative approaches to education and training
* Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
* Serving our diverse stakeholder communities with pride and passion
* An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is ‘to enable all our students to succeed’.

**Strategic priorities for realising the vision and mission include:**

* Student Success, Resilience and Employability
* Innovation for Growth and Sustainability
* Amazing College, Amazing Staff
* Alliances, Partnerships and Collaboration
* Passion for Portsmouth
* Digital Transformation
* Commerciality

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| **Job Purpose** |
| The Lecturer in ESOL is responsible to the Managing Director, Foundation Learning Company and the Sector Lead for providing the high quality teaching and learning, pastoral and academic support and programme leadership that will enable the College to meet these broad objectives. Team working and communications within an overall approach that values people will be of key importance.   |

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| **Main Duties and Responsibilities** |
|  | To teach on a range of ESOL programmes, providing high quality learning opportunities that meet the needs of individual students and groups in line with the College’s strategic priorities and objectives.  |
|  | To provide flexible assessment opportunities and closely plan, monitor, track and record student attendance, achievement and success |
|  | To contribute to the development and delivery of high quality, relevant curriculum and programmes |
|  | To act as a Programme Leader for a designated programme |
|  | To provide academic and pastoral support for a group of students |

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| **Planning and Organisation** |
|  | It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills |
| **Direction Received** |
|  | Reporting to the Managing Director, Foundation Learning Company and the Sector Lead, the post holder must be self-motivated and capable of creativity and innovation. |
| **Liaison** |
|  | Liaise with academic and business support staff within the College. |
|  | Act as an ambassador for the College in any external activities so that the College’s good reputation is further developed. |
|  | Take part in liaison activities with other areas of the Centre, community groups and other external organisations  |
|  | Co-ordinate programme visits, events and any work placement activities, including liaison with the Work Related Learning Officer and the Safety, Health and Environment Manager over risk assessments |

**Accountabilities:**

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| **A. Programme Planning and Delivery**  |
|  | To act as the designated Programme Leader for a specific programme and in that role:* draw up course documentation, including: Course Information sheets; assessment and year plans; course handbooks; reading lists for students and the Library
* oversee the recruitment and interviewing of students
* ensure with the assistance of the Course Administrator that students have enrolled on all aspects of the programme
* plan the course elements of induction in conjunction with the Sector Lead
* refer students with financial or welfare issues to Student Support Services
* liaise with the Centre, Skills for Life and Work over initial and diagnostic assessment and where required, with Learning Support for the provision of support for students
* oversee the tracking and monitoring of student progress on all elements of the programme
* regularly monitor student retention and achievement with the team
* liaise with the Course Administrator about the registration, withdrawal and achievement of students
* identify with the team students at risk of leaving and/or failing, and referring them as appropriate to the Support to Achieve programme
* liaise with the Sector Lead about any student disciplinary action
* co-ordinate the sending out of progress reports to students, parents and employers
* co-ordinate the recording and submission of students’ achievements to the Achievement Team
* complete progression data during Progression Week and provide timed action plans for any student who has not completed
* record students’ intended destinations
* nominate students for awards
* holding and chairing regular team and Student Progress Board meetings
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|  | To champion, promote and support equality of opportunity for staff and students and to implement the College's Equality Policies in the areas of responsibility. |
|  | To comply with all relevant Health and Safety regulations and assist in the implementation of the College's Health and Safety Policy. |
| B. Curriculum Development |
|  | To contribute to the development of new programmes within the Department |
|  | To produce annual schemes of work for all subjects taught  |
| **C. Teaching, Learning and Assessment** |
|  | Plan and Deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment. |
|  | Promote the benefits of technology and support learners in its use. |
|  | Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning. |
|  | Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge. |
|  | Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement. |
|  | Plan and Deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment. |
| **D. Quality and Standards** |
|  | As the designated Programme Leader for a specific programme:* ensure that student surveys are completed and used to inform improvements
* complete and submit progression data to the Sector Lead during Progression week
* ensure that the IV system is in place and that IV takes place in a timely way
* ensure that EV visits are planned, take place in a timely way and that any action arising from the visit is addressed by the IV and the team
* work with the Sector Lead in presenting new programmes for validation
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|  | Participating in Programme Quality Reviews and developing the Quality Improvement Plan |
|  | Contribute to the Department’s Self-Assessment Report |
|  | Maintain and update your teaching and training expertise and vocational skills through collaboration with employers. |
| **E. Finance and Resources** |
|  | To keep up to date with and advise the Managing Director/Sector Lead of innovative subject related and /or course related resources |
|  | To adhere to College financial regulations |
| **F. Staff Learning and Development** |
|  | To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum. |
|  | To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College. |
|  | To identify individual training needs and support staff learning and development activities |
|  | Contribute to organisational development and quality improvement through collaboration with others. |
| **G. Other Duties** |
|  | To be a member of such College Committees and working parties as may be agreed from time to time. |
|  | This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time. |
| **H. General**  |
|  | Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.  |
|  | This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.  |
|  | The appointment will be made on a spot salary. Annual pay awards will be subject to good performance and budgetary considerations. |
|  | To be aware of and adhere to the College’s Safeguarding Policy at all times and take any necessary action where appropriate. |

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| Person Specification onSpecification |

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| Post: | **Lecturer in ESOL** |
| Grade: | **Lecturing Scale** |
| Department: | **Foundation Learning Company** |

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| **Note to candidates:** Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.  |

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| ***Assessment Area*** | ***Essential Criteria*** | ***Assessment******Method*** |
| *Certified Qualifications* |  | Degree in a relevant area or equivalent  | Application |
|  | Level 5 subject Specific ESOL / Celta / Trinity qualification |
|  | Teaching Qualification(Successful candidate must be willing to undertake Teacher Education Training) |
| *Professional Development* |  | Evidence of commitment to ongoing professional updating and development (30hr per annum min or FTE) | Application / References |
| *Experience* |  | Experience of teaching/ training and assessing | Application / Interview / References |
|  | Ability to work well in teams but also to work independently with the minimum of supervision |
| *Skills, Knowledge and Competencies* |  | Ability to meet targets within set timescales | Interview / Observation |
|  | Good verbal and written communication skills |
|  | Motivated and able to motivate others |
|  | Good administrative skills |
|  | Effective interpersonal and IT skills |
|  | Professional approach to work and appearance |
| *Personality / Characteristics* |  | Enthusiasm and drive | Interview / References |
|  | Ability to work under pressure |
|  | Commitment to excellence |
|  | Flexible attitude in the way he/she performs the job |
|  | Commitment to operating in a healthy and safe environment |
| *General* |  | Commitment to personal improvement | Interview |
|  | Commitment to high professional and personal standards of work and of conduct |
|  | A commitment to equality of opportunity and widening access to education for all |
|  | Flexibility and ability to work to short notice |

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| ***Assessment Area*** | ***Desirable Criteria*** | ***Assessment******Method*** |
| *Work related circumstances* |  | Ability to travel between centres | Application / Interview |
| *Experience* |  | Experience of Teaching ESOL with Science/Maths/ Humanities or Business English | Application / Interview |