Ealing, Hammersmith & West London's College
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**JOB DESCRIPTION**

**Job Title:** Lecturer in French (hourly paid)

**Responsible to:** Head of the International Language School

**Department:** International Language School

**Location:** Hammersmith and Fulham

**Values:**

**West London's Way is demonstrated through the College values of Excellence, Ambition, Focus, Accountability, Inclusion and Integrity. The postholder will strive to improve lives through, education, training, skills and development, fostering social and economic success, in line with the College's overall mission.**

**Key Purpose:**

To teach French courses delivered through the International Language School. To improve lives through, education, training, skills and development, fostering social and economic success, in line with the College's overall mission.

**Tasks and Responsibilities**

To teach on the French courses. Duties to include:

- being an inspiring, well-prepared teacher
- being a responsible tutor, maintaining effective support, student monitoring and follow up systems
- liaising with the client to ensure that the criteria for course achievement are being met and implemented
- contributing to the curriculum development of the relevant courses based on learning criteria provided and participating in and contributing to course evaluation and review
- developing your own materials that are both fit for purpose and inspiring
- being able to provide effective differentiation to a mixed ability group

- To promote and safeguard the wellbeing of children and vulnerable adults that s/he is responsible for or comes into contact with.

- To complete administrative tasks and keep accurate and complete records of attendance of students, schemes of work and course outlines, marking schemes and in-course assessments and to make these available as required.

- To be an active member of relevant course-teams or other groups, and to attend course teams and other meetings.

- To participate in appropriate staff development activities.

- To actively promote the policies of the college with regard to equal opportunities with particular reference to race, gender, class, sexual orientation and disability.

- To ensure an effective learning environment.

- To ensure effective delivery of relevant coursework.

- To ensure quality systems are monitored in co-ordination with the Head of the Language School and the Course Co-ordinator.

- To undertake any other duties reasonably falling within the purview of the post.

**Equality and Diversity**
Ealing, Hammersmith & West London College sees the promotion, embedding and effective implementation of the College Equality and Diversity Policy a fundamental responsibility shared and prioritised by all colleagues.

**Safeguarding**
Ealing, Hammersmith & West London College is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults and expects all staff to share this commitment and ensure it is demonstrated in their day to day jobs.

**Method of Working**
The College expects all members of staff to work effectively as part of a team, or teams, supporting staff and students, improving lives through, education, training, skills and development and fostering social and economic success, in line with the College's overall mission.

**Public Relations**
Considerable importance is attached to the public relations aspect of all work undertaken by Ealing, Hammersmith & West London College staff. It is a prime objective therefore, that all staff will at all times project to the public the image of the College as being keen to assist wherever possible, and committed to the highest standards of delivery and service.