



# JOB DESCRIPTION

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**TITLE:** EFL Teacher

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**GRADE:**

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**RESPONSIBLE TO:** Director International Studies

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**PURPOSE OF JOB:** To teach on a range of courses

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## MAIN TASKS AND RESPONSIBILITIES:

### 1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on the grounds of the protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's health and safety policies and practices;
- 1.5 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.6 To implement and adhere to the College's safeguarding policies and procedures.

### 2. In common with all other lecturing staff:

- 2.1 To teach on a range of courses;
- 2.2 To be a personal tutor/course co-ordinator for a designated group of students or course/s;
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students;

- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment;
- 2.5 To develop student-centred teaching and learning strategies, which contribute to increased retention, achievement and progression;
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes;
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course;
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme;
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter;
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities;
- 2.11 To attend external courses and conferences as relevant to the work of the School;
- 2.12 To compile and maintain course records;
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible;
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, and liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy;
- 2.15 You will be expected to regularly attend programme, course and team meetings as directed by your Head of Programme.

**3. Particular to the post:**

- 3. To teach on a range of programmes for adults and young people, including BTEC, A level and Access.

**4. Person Specification:**

- 4.1 Possession of a Degree or comparable qualification.
- 4.2 Possession of a teaching qualification\*;
- 4.3 Experience of teaching.
- 4.4 Evidence of the ability to teach effectively and to prepare relevant materials;

- 4.5 An awareness of the pastoral and the academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 4.6 Commitment to an inclusive education;
- 4.7 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.7 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

**\*All newly appointed lecturers will be expected to have a relevant teaching qualification, or to demonstrate a willingness to obtain one at an appropriate level.**

### **Additional Information**

This job description will be reviewed regularly to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.