

**Post:** Teacher of English

**Responsible to:** Curriculum Coordinator and Curriculum Manager

**Spine Point:** SP 25 - 26 on College’s Single Pay Spine (Unqualified) SP27 - 34 on College’s Single Pay Spine (Qualified)

**Salary:** £26,158 - £26,937 1FTE (Unqualified)

£27,747 - £34,111 (Qualified)

**MAIN PURPOSE OF THE JOB:**

 To contribute effectively to the successful learning experiences of students in the

College through:

 Effective teaching that meets or exceeds College standards and results in high levels of student retention and achievement.

 Course management as required.

**Behavioural Competency levels**

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| --- | --- | --- |
| **Behaviour** | **Competency** | **Level required** |
| **Leading & Directing** | Seeing the big picture | 2 |
| Changing and improving | 2 |
| **Engaging people** | Communicating with others | 2 |
| Working with others | 2 |
| **Managing performance** | Building capability and talent | 2 |
| Making effective decisions | 2 |
| **Delivering quality and success** | Managing quality services | 2 |
| Delivering value for money | 2 |
| Delivering at pace | 2 |
| Achieving commercial outcomes | 2 |

**KEY RESPONSIBILITIES OF THE JOB HOLDER:**

1. To offer students a high quality learning experience to achieve the goal or qualification for which they are studying.

2. To teach effectively on a range of College courses and programmes.

3. To be a course tutor or lead a small course team as required.

4. To contribute to the personal development of the students.

5. To develop course materials, schemes of work, lesson plans etc. and make these available through the college’s shared information system.

6. To contribute to the organisational requirements of the School and the College.

7. To carry out all duties and responsibilities with due regard to the College’s Single

Equality Scheme.

8. To co-operate with the College in order to ensure his/her own health and safety and that of students and colleagues.

9. To teach on a range of programmes relevant to the curriculum subject.

10. To make a significant contribution to curriculum development and course co- ordination.

11. To teach on programmes in other College service delivery areas as may be reasonably required.

12. Tutorial and personal development work with a range of student

13. To contribute effectively to the team’s collective responsibility for:

 marketing activities

 regular meetings

 induction of new members

 planning, designing and up-dating the programme and its materials and activities

 delivering the programme

 course and student records and associated administration

 recruitment and interviewing of students

 assessment of students

 monitoring student progress

 evaluation of the programme

 identifying personal and professional development needs

 developing and maintaining links with employers

14. To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.

15. To work with others to develop existing and new programmes.

16. To be appraised as part of the College Appraisal Scheme.

17. To work co-operatively with the Head of Department, Curriculum Manager and Curriculum Co-ordinator and colleagues to achieve School and College objectives.

**General**

The scope of this profile reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time.

**PERSON SPECIFICATION: Teacher of English**

**Qualifications:**

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|  | **Essential** | **Desirable** |
| To be qualified to teach in the Learning and Skills Sector - PGCE or DTTLS qualification |  |  |
| To be working towards a PGCE or DTTLS qualification |  |  |
| A degree in English or a subject with a strong element of English e.g. Humanities |  |  |
| Minimum of Level 2 numeracy or willingness to complete |  |  |

**Knowledge and experience:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Successful experience of teaching GCSE English |  |  |
| Knowledge and understanding of course structures, learning approaches and assessment. |  |  |
| Organisational skills in programme planning and delivery |  |  |
| Successful experience of teaching Functional Skills English |  |  |
| Understanding of literature, literary technique and creative writing |  |  |
| Experience of teaching learners with a range of learning needs and challenges |  |  |
| Experience of teaching 9-1 Curriculum |  |  |

**Skills and competencies:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Evidence of sustained high quality teaching ability (Grade 1 or 2) |  |  |
| The ability to articulate clearly and to be understood in teaching and making presentations to class groups |  |  |
| Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies |  |  |
| Efficient administration skills to support good student record keeping |  |  |
| Skills in working as a member of a team and motivating colleagues |  |  |
| Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices |  |  |
| The use of a wide range of teaching aids, including ILT as applicable |  |  |

**Other qualities:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Ability to travel around the London Borough of Bromley and other neighbouring areas (including Central London) as required. |  |  |
| A commitment to the promotion of equal opportunities |  |  |
| Ability to work safely at all times, in accordance with the College and departmental/ team risk assessment procedures and to contribute to the development of risk assessments as periodically directed by line managers. |  |  |
| An understanding of, and commitment to, the College’s Equality and Diversity policies |  |  |
| A commitment to continuous professional development at both personal and team levels |  |  |
| Prepared to operate in accordance with the College’s Health and Safety Policies |  |  |