Loughborough College

Job Description

# Job Details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Job Title: | ESOL Lecturer – Casual hours | | Department: | Preparation for Work | | Reporting To: | Curriculum Manager ESOL and Functional Skills/ Programme Area Lead- ESOL | | Competency Level: | Teaching 2 | | Hay Grade: | TBC | | Date of Job Evaluation: | TBC | | Annual Salary (FTE): | £22.93 per hour | | Date: | January, 2019 | |

# Job Purpose

To act as a lecturer in the ESOL programme area. To deliver inspiring teaching and learning

# Dimensions

*Not applicable*

# Organisation chart

Curriculum Manager ESOL

Programme Area Lead ESOL

Lecturer

# Key Responsibilities

* To deliver high quality and challenging learning experiences within the ESOL programme area.
* To provide ongoing assessment and feedback to students through a variety of assessment approaches.
* To undertake duties as designated by the Curriculum Manager and Programme Area Lead.
* To comply with and develop best practice administrative and quality assurance systems.
* To undertake appropriate staff development and training, including the maintaining and updating of specialist skills.
* To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
* To modify duties and responsibilities as required to meet new situations, in consultation with the Curriculum Manager and Programme Area Lead.

## Core Responsibilities

* To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
* To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
* To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
* To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
* To promote a positive approach to security and discipline within the College community.

# Key Result Areas

|  |  |
| --- | --- |
| Action | Result |
| Teach and assess students | To ensure they achieve results and succeed |
| Plan, prepare and assess effective learning programmes | To ensure students achieve their target grades |
| Use stretch and challenge techniques | To ensure all students achieve to the best of their ability |
| Monitor progress in lessons and through homework given | To ensure students are on track to achieve their target grades |
| Give high quality feedback | To ensure students can meet their targets and progress |
| Participate in staff development opportunities and mandatory training | To ensure teaching and learning is up to date and maintained to the highest standards |

# Key Working Relationships and Communications

**Internal:** Head of Department, Curriculum Manager and Programme Area Lead

**External:** Staff at Community Venue

# Scope for Impact

*Not applicable*

# Competency profile

The following profile is a description of the required competencies of the role:

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Descriptor** | **Competency** | **Descriptor** |
| **Accountable *-*** *We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.* | Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge Understand the teaching and professional role and your responsibilities Maintain and update your knowledge of educational research to develop evidence-based practice Maintain and update knowledge of your subject and/or vocational area Evaluate and challenge your practice, values and beliefs | **Entrepreneurial -** *We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.* | Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning Be creative and innovative in selecting and adapting strategies to help learners to learn |
| **Agile -** *We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.* | Handles change with responsiveness and adaptability. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way. 0 Maintain and update your teaching and training expertise and vocational skills through collaboration with employers Evaluate your practice with others and assess its impact on learning Reflect on what works best in your teaching and learning to meet the diverse needs of learners | **Inspiring -** *We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.* | Inspires people to reach great heights of performance and success through leadership. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Promote the benefits of technology and support learners in its use Motivate and inspire learners to promote achievement and develop their skills to enable progression Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge |
| **Engaging -** *We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.* | Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Contribute to organisational development and quality improvement through collaboration Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment Manage and promote positive learner behaviour Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence Build positive and collaborative relationships with colleagues and learners Value and promote social and cultural diversity, equality of opportunity and inclusion | **Integrity -** *We are open, honest and transparent in our work, behaving professionally and ethically at all times* | Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively. Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement |

# Knowledge, Skills and Experience (Person Specification)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **QUALIFICATIONS** | | **ESSENTIAL** | | **DESIRABLE** | | **HOW ASSESSED** | |
| 1 | Possess a degree in a relevant subject area (or equivalent qualification) | |  | |  | | Application/Interview/Certificates |
| 2 | Possess a PGCE or equivalent teaching qualification | |  | |  | | Application/Interview/Certificates |
| 3 | Possess and appropriate TESOL certificate or equivalent | |  | |  | | Application/Interview/Certificates |
| 4 | Good standard of literacy and numeracy. At least GCSE passes A\*-C in English Language and maths or equivalent | |  | |  | | Application/Interview/Certificates |
| **EXPERIENCE** | | | | | | | |
| 5 | Significant experience of designing and delivering ESOL lessons | |  | |  | | Application/Interview/Test |
| 6 | Experience of supporting and managing diverse groups of students | |  | |  | | Application/Interview/Test |
| 7 | Proven experience of motivation students to achieve excellent results | |  | |  | | Application/Interview |
| 8 | Experience contextualising and embedding learning to meet specific language learning needs | |  | |  | | Application/Interview/Test |
| 9 | Evidence of effective use of ILT in all aspects of work | |  | |  | | Application/Interview/Test |
| 10 | Experience of collaborating with teaching colleagues from other subject areas | |  | |  | | Application/Interview |
| **SKILLS & KNOWLEDGE** | | | | | | | |
| 11 | Excellent teaching and learning skills | |  | |  | | Application/Interview/Test |
| 12 | Experience of active learning and assessment methods | |  | |  | | Application/Interview/Test |
| 13 | Knowledge of a range of ESOL teaching methodologies and the ability to utilise these effectively within a variety of contexts | |  | |  | | Application/Interview |
| 14 | Work flexibly and to deadlines | |  | |  | | Application/Interview |
| 15 | Excellent planning, administration and organisational skills | |  | |  | | Application/Interview/Test |
| 16 | Communicate effectively to a diverse range of stakeholders at all levels | |  | |  | | Application/Interview |
| **BEHAVIOURS** | | | | | | | |
| 17 | Work effectively with colleagues as part of a team | |  | |  | | Application/Interview |
| 18 | Motivate and relate with students from a range of cultural backgrounds | |  | |  | | Application/Interview/Test |
| 19 | Comply with professional standards at work | |  | |  | | Application/Interview |
| 20 | Promote the College’s equal opportunities policy and practices | |  | |  | | Application/Interview |
| 21 | Ensure the safeguarding of students | |  | |  | | Application/Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2018 and may be amended in light of changing circumstances following discussion with the post holder.

# Job Description Agreement

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Holder Signature** |  | **Date** |  |
| **Manager Signature** |  | **Date** |  |