



## **English Lead Tutor Job Description**

<b>Job Title</b>	0.8 Lead Tutor for English in Bexhill with teaching responsibilities: Working across English Entry-Level Functional Skills to GCSE
<b>Responsible to</b>	Curriculum Area Lead for English & Maths
<b>Location</b>	Dv8 Bexhill

**Hours of work:** Tuesday – Friday, 9.15am – 5.15pm.

**Contract:** Permanent, 40 weeks per year, Term-time only

**Salary:** £25-26k pro-rata (based on an equivalent 35-hour p/w, 52 weeks per year full-time post)

**Closing date for application:** Sunday 21<sup>st</sup> July

**Interviews:** Tuesday 30<sup>th</sup> July

**Context:** Dv8 Sussex is seeking a Curriculum Area Lead for English to teach and lead on the development of Functional Skills and GCSE English delivery in our Bexhill Centre. The English Course Leader will deliver the English curriculum across all vocational cohorts at Levels 1-3.

**Start date:** w/c 2nd September 2019, with the term starting for students on 16<sup>th</sup> September.

## **Key Responsibilities**

### **Teaching Learning and Assessment**

- Plan, deliver and assess English Functional Skills and GCSE provision across all Vocational areas.
- Ensure all students receive an effective initial assessment, accurately identifying English and literacy levels and additional learning needs. Ensure that this process supports and informs the learning process, enables individualised target and goal setting and the mapping of progress throughout programme.
- If any additional literacy learning support needs are identified, ensure that a clear plan is put in in collaboration with the Learning Support Manager to meet these needs and disseminate accordingly.



## EMPOWERING CREATIVE THINKERS

- Ensure that all student pre-enrolment information and initial assessment information is used to plan for effective delivery and differentiation of learning.
- Oversee the timetabling of additional English “catch-up” sessions for students as and when required.
- Feed-into, and contribute to ILPs, student live files and 1-2-1 progress reviews to support English learning and evidence progress for every learner.
- Ensure assessment of learning is on-going, effective and delivered as per the assessment plan on the Scheme of Work. Where actions to improve are identified, ensure that a clear plan of action is put in place and followed with demonstrable impact on the quality of assessment, including evidencing and tracking of student progress.
- Ensure that all staff are aware of, and planning for, dates of both GCSE and Functional Skills mock and actual exams (assessment plan/ schedule).
- Support the Access Arrangements process in liaison with the Learning Support Manager and Dv8 Exams Officer.
- Support vocational staff to ensure that English is embedded throughout the curriculum and that opportunities to embed literacy skills are built into all curricula.
- Liaise with Curriculum Area Lead and Quality manager (IQA) as appropriate; to ensure awarding body registration, unit delivery and assessment are achieved in a timely manner.
- Conduct Progress Reviews with learners in the curriculum area, as required.

### **Curriculum Planning**

- Co-ordinate and lead on English curriculum planning in the Bexhill centre, ensuring that each curriculum is designed to meet the needs of students, which provides a clear plan for assessment, internal verification, and progression.
- Ensure all course delivery and assessment meets the criteria set out by awarding bodies and within EFA Study Programme funding guidelines
- Liaise with the Senior Management Team to sign off curriculum prior to each academic year's planning deadline.



## EMPOWERING CREATIVE THINKERS

- Ensure that student profile information from the admissions process is used to develop and inform curriculum design, and the planning for learning.
- Create a positive environment for learning and set high expectations for the teaching teams team in relation to standards of student attendance, punctuality, achievement and the quality of teaching, learning and assessment.

This is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake other tasks and duties commensurate with the role.

### **Quality Improvement**

- Report on termly Course Performance Reviews (CPRs), reviewing all learner progress and support needs throughout the year with the Curriculum Area Lead and Delivery and Performance Manager.
- Lead on annual full Self Assessment and Quality Improvement Planning for the area, as part of the organisational Self Assessment and Quality Improvement Plan processes.

### **Student Services**

- Liaise with parents and carers as and when required to support student achievement.
- Attend Parents' Evenings at least twice per year to ensure parents are engaged in the young persons learning journey and aware of progress, including targets, throughout the year.
- In collaboration with teaching teams, put in place clear action plans for students identified as at risk of non-achievement in English

## **Person Specification**

### **Qualifications**

- Hold a formal teaching qualification at level 4 (CTLLS or equivalent) or above.
- Hold a Degree level qualification (ideally in a related sector area)

### **Knowledge and Experience**



## EMPOWERING CREATIVE THINKERS

- Experience of teaching English GCSE and preferably delivering English Functional Skills
- A demonstrable record of success in previous roles.
- Significant successful experience of teaching relevant course areas
- Up to date knowledge of the subject area, syllabus requirements and appropriate teaching techniques; an awareness of requirements of awarding bodies.
- Knowledge and understanding of mechanisms for the identification, assessment and support of learner needs
- Understanding of equality and diversity within the curriculum, barriers to learning and strategies to overcome these
- Practical and professional knowledge of creative industries

### **Personal attributes and qualities**

- The ability to lead, motivate and support a team of teaching professional
- Good organisational and administrative skills
- Good IT skills
- The ability to work flexibly as part of a team.
- The ability to make a contribution to the development of the curriculum and resources.
- The suitability to work with children and young people.
- Excellent communication and interpersonal skills.
- A good work ethic with the ability to work under pressure, to be flexible, thorough and accurate.
- A commitment to provide an outstanding and inspirational service to staff and students.
- A commitment to Dv8's core values, with particular focus on student success through high quality teaching, learning and assessment.