

BARNET & SOUTHGATE COLLEGE

JOB RESPONSIBILITY PROFILE

POST TITLE: Lecturer in English (MGL)

SALARY: MGL Scale 7-12

RESPONSIBLE TO: Curriculum Manager

PURPOSE: The successful candidate will join a committed team of lecturers, primarily teaching GCSE English Language to students aged 16-18.

CORE RESPONSIBILITIES

Teaching

- To teach GCSE English Language (and possibly Functional Skills) to 16-18 aged vocational study programme students.

Student Support

- To liaise closely with other members of team and student services to provide the support that our learners require.

Administration, Development & Quality

- To undertake all required record keeping.

- To administer, deliver and record the outcome of assessments on the programme.
- To contribute to quality control and review mechanisms effectively.
- To contribute to the College Open Days, Advice & Guidance and Career events.
- To participate in the College CPD process.
- To contribute to internal moderation.

General duties and responsibilities

- To act in accordance with college values and positively represent Barnet and Southgate College in all aspects of your work.
- To operate in accordance with the College's policies and procedures.
- To act in a safe manner which safeguards the health and safety of yourself and others.
- To be aware of equality and diversity, the needs of stakeholders and learners and demonstrate these principles in all aspects of your work.
- To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
- To participate in and take responsibility for your own learning and development.
- To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

Person Specification

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
Qualifications	Degree or appropriate other qualification is essential		A
	A teaching qualification is essential		A
Experience	Some experience of teaching GCSE English Language is essential	Some experience of teaching Functional Skills is desirable	A
Knowledge and Skills	Detailed knowledge of GCSE English Language curriculum	Some knowledge of Pearson/Edexcel GCSE English Language syllabus	AI
	An ability to work as a member of a team		AI
	An ability to work under pressure and meet deadlines		AI
	Excellent interpersonal and communication skills		AI
	Sound organisational skills		AI
	Confidence in using technology to support learning		AI
Personal Attributes	An ability to offer pastoral guidance and support to students		AI
	A willingness to undertake training		
	A willingness to work flexibly		AI
	A willingness to work within, contribute to and promote the College's Equalities Policies is essential		AI