

**Job Description**

|  |
| --- |
| **Details:** |
| Job Title | Lecturer in English |
| Reporting to: | Head of Faculty Creative and Commercial  |
| Salary  | Up to £32,475 (pro rata for job share or fractional contract) |
| Location/Hours | 37 hours per week (pro rata for job share or fractional contract) |
| Disclosure Barring Check Level  | Enhanced Disclosure Barring Checks – children  |
| Pension Scheme | Teachers’ Pension Scheme |

|  |
| --- |
| Introduction and Job Purpose  |
| To deliver effective teaching, learning and assessment to learners within the English curriculum area. |

|  |
| --- |
| **Key Accountabilities** |
| 1 To plan teaching, learning and assessment for college programmes using the appropriate college format to ensure effective learning. |
| 2 To deliver teaching and learning to at least a consistently good or outstanding standard to achieve high success rates. |
| 3 To assess accurately learners work both formatively and summatively against appropriate awarding body criteria to ensure learners achieve their qualifications. |
| 4 To comply with all college quality assurance procedures as prescribed by the Vice Principal -Curriculum & Quality to ensure the achievement of all internal and external audits. |
| 5 To use all appropriate resources effectively to ensure that the learners’ experience results in positive learning outcomes and high professional standards. |
| 6 To support learners progress through personal tutoring and parent/carers evenings to help learners achieve their full potential and progress appropriately. |
| 7 To assist with the marketing of college programmes including identifying new opportunities, attending internal and external events and interview evenings to increase the recruitment of learners. |
| 8 To take overall responsibility for the Health & Safety of students within the teaching area and conduct relevant risk assessments where appropriate.9 To undertake all aspects of the post in accordance with the College’s Equality and Diversity, Safeguarding and Health and Safety policies and schemes.10 To comply with the College’s Data Protection policy in relation to the collection, use, storage and disposal of personal and/or sensitive information.11 To take personal and professional responsibility for keeping up-to-date in the subject area.12 To undertake any other duties as may reasonably be expected, commensurate with your salary, both within and, where required, external to the College. |
|  |
|  |
| Special Features |
| The post may require some evening work.The post may require course management responsibility.Teaching may be across a range of programmes and levels.  |



Person Specification

|  |
| --- |
| **Details:** |
| Job Title | Lecturer in English |

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **D**esirable / **E**ssential | Assessment Methods **(AF/QA/I/T)** |
| Degree in English or equivalent qualification | E | AF/QA |
| Current teaching qualification to the required national standards or a willingness to undertake a formal teaching qualification in a timely manner. | E | AF/QA |
| Level 2 qualifications in English and Mathematics or a willingness to work towards the qualifications in a timely manner. | E | AF/QA |
| Level 2 qualification in ITQ or a willingness to work towards the qualification in a timely manner | E | AF/QA |

|  |  |  |
| --- | --- | --- |
| **Characteristics** | **D**esirable / **E**ssential | Assessment Methods**(AF/QA/I/T)** |
| Excellent team working skills and ability to work under pressure | E | AF/I |
| Good communication and interpersonal skills and the ability to relate well to staff and students at all levels | E | AF/I |
| To be well organised and possess effective time management skills | E | AF/I |
| To possess strong interpersonal skills | E | AF/I |
| To demonstrate a good level of equality & diversity, health and safety awareness and the ability to apply safe working practices | E | AF/I |

|  |  |  |
| --- | --- | --- |
| **Experience and Knowledge** | **D**esirable / **E**ssential | Assessment Methods**(AF/QA/I/T)** |
| To demonstrate an understanding of the qualities of good teaching and effective learning, including different teaching and learning styles  | E | AF/I/T |
| To demonstrate evidence of continuous professional development | E | AF/I |
| To demonstrate evidence of and a commitment to the Safeguarding of Learners  | E | AF/I |
| Knowledge of Functional Skills, GCSE and A Level programmes and associated administration systems | D | AF/QA |
| Recent experience of teaching young people | E | AF/ QA |
| Experience of assessing and internal moderation | D | AF/I |

AF = Application Form

QA = Qualification Audit

I = Interview

T = Task e.g. micro teach