

Westminster Kingsway College - Job responsibility outline

Title: Lecturer – English

Purpose of the Job:

You will be responsible for providing effective teaching, support and assessment in Functional Skills and GCSE English across the Foundation learning faculty including KS4 Alternative education

Department:

14-19 Healthcare & Foundation Learning

Reporting To:

Programme manager Foundation Learning

Main Tasks

Summary: -

1. To provide effective teaching and assessment to a range of FE learners.
2. To work to improve retention, achievement and progression.
3. To contribute to appropriate administration tasks including writing regular references and reports on students for employers and for any other purposes.
4. To participate in the interviewing and enrolling of students and assisting in advice sessions.
5. To contribute to the planning and development of the English curriculum.
6. To develop resources for all courses that you teach on.
7. To maintain accurate and up to date registers and prepare statistical returns.
8. To comply with College quality monitoring policies and procedures.
9. To actively participate in the appraisal scheme.
10. To attend course team/ departmental meetings as appropriate.

The post holder will also be expected to:

- 1 Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 4 Abide by the College's data protection policy;

- 5 Actively participate in the appraisal scheme;
- 6 Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 7 Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 Work within the College values.

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 will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification: Lecturer –English

Area to be assessed	Essential	Desirable	How this will be assessed*
<i>Qualifications</i>	1. An Honours Degree in English or a related subject. 2. A full recognised teaching qualification, or working towards it.		AF AF
<i>Professional development</i>	3. Experience of ongoing professional updating and development in relevant fields.		AF, I
<i>Knowledge</i>	4. An interest in and an understanding of the learning needs of students at this level. 5. Good knowledge of GCSE English specifications. 6. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 7. An awareness of safeguarding and how it relates to the work of this post in a further education College.		AF, I, T I, T I I
<i>Experience</i>	8. Experience of teaching English to students aged 14 – 18 at GCSE level and /or functional skills 9. Experience of preparing students for formal assessment and exams. 10. ICT literacy, including experience of using ICT in the classroom. 11. Excellent classroom skills with the ability to employ a range of teaching strategies and to support students in the promotion of active learning. 12. Excellent classroom management skills and experience of working with challenging young people	<ul style="list-style-type: none"> • Experience of successfully supporting students' progress through tutoring. • Experience of being a GCSE examiner 	AF, I AF, I I, T I, T
<i>Skills and Qualities</i>	13. An ability to design, develop and deliver high quality teaching materials. 14. The ability to teach enthusiastically and professionally, with effective classroom management. 15. The ability to effectively plan and develop differentiation within lessons. 16. Good interpersonal skills and written and oral communication skills. 17. Good organisational skills and high attention to detail. 18. The ability to plan and monitor one's own workload to ensure that deadlines are met. 19. The ability to work effectively as a team member. 20. A flexible approach to work in order to achieve deadlines. 21. The ability to maintain records and produce relevant documentation as required.	<ul style="list-style-type: none"> • Excellent administrative and IT skills. • An ability to design, develop and deliver high quality teaching materials. 	AF, T I, T I, T AF, I, T I, T I, T I I I

*AF (Application form), I (Interview), T (Task).