

JOB DESCRIPTION

Post title:	Lecturer in ESOL
Salary Range:	£25,740 - £35,986 per annum* (Lecturer Salary Scale Points 1-7)
Contract:	Permanent

Protection of Children and Young Persons (The Children's Act 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

Background to the post

As one of the largest further and higher education colleges in the UK, with unique colleges across two counties, we aim to deliver learning experiences which lead to the development of wider skill bases and improved destinations for all of our students.

Our recent Ofsted inspection highlights our success and strong focus both on students and on meeting industry needs. We are also one of only five colleges in the UK to be granted Foundation Degree Awarding Powers by the Privy Council – meaning our higher education academic quality and standards are equal to any university.

For candidates who are not teacher qualified, don't be put off from applying as WCG will get you there through our Trainee Lecturer programme. The successful post holder will move on to the Trainee Lecturer programme to achieve the required DET qualification (for posts of greater than a 0.5 fraction).

A lecturer is required to teach English to Speakers of Other Languages (ESOL) qualifications at the Warwickshire College Group. This post would suit an individual who has a background in English and has experienced other cultures, and would like to help students to achieve an ESOL qualification. This post would be ideal for an individual with a degree/vocational qualification in English or a related discipline, that would be willing to undertake specific training as required for post-16 education.

Position in the Organisation and Job Purpose

The postholder will be responsible for ESOL (English to Speakers of Other Languages) delivery including the following modules: Reading, Writing and Speaking and Listening.

For the ESOL delivery, the post holder is expected to contextualise the learning to engage students and help them to understand why English is important for their future. The post holder will be expected to adhere to the standardised delivery and quality models that are applied across Warwickshire College.

The post holder will be supporting students to achieve any of the 5 levels of the ESOL qualification, and may also deliver pre-ESOL courses.

Main tasks

Teaching – The person appointed will be able to contribute to the teaching programme delivering the subject.

Preparation and Assessment - The person appointed will develop and produce teaching materials as required and the relevant paperwork associated with the planning and assessing of the course. He/she will undertake assessment, produce a relevant scheme and keep accurate records.

Administration - The person appointed will undertake administrative tasks relating to the programme(s) that they teach on and College requirements, under the guidance of the Head of Department.

Quality Systems - The postholder will undertake Internal Verification as required by the line manager. The College has a lesson observation process and all lecturers will have an observed lesson each academic year.

Health and Safety - To ensure a safe working environment for colleagues, students and visitors in line with the HASAW Act and the College Health and Safety Policy.

Safeguarding - Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

Hours of Work

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

Place of work

The principal place of work will be Evesham, Royal Leamington Spa or Rugby College. However, the post holder will be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

Offers of Work

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

Employee Benefits

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working
- Generous annual leave entitlement plus up to 4 free College Closure days a year
- Comprehensive training programme
- Leadership & Management training programme to develop our next generation of managers
- Superb health and wellbeing support with Wellbeing@WCG
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance
- The opportunity to join our voluntary health cash plan run by Health Shield
- Free onsite gyms at most colleges
- Discounted part time and professional courses
- Cycle to work scheme
- Discounted hair & beauty treatments in our college salons
- Pension schemes
- Free will writing service
- Free car parking on site
- Staff discounts in our Plant Centre at Pershore College

Teaching Qualifications

For unqualified lecturers, the successful post holder will move on to the Trainee Lecturer programme to achieve the required DET qualification (for posts of greater than a 0.5 fraction). It is essential that all new teaching and training staff gain the appropriate teacher training qualification. The continuation of your Contract of Employment is subject to you acquiring your teacher training qualification. These qualifications are mandatory for all lecturers, trainers and Instructors who teach on a **publicly funded** provision. (Full details of the qualifications are attached).

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the HR department when making your application.

	How Measured
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Attainments		Application Form	Interview
Essential	A degree or equivalent qualification in a relevant area.	✓	
	GCSE grade A-C or equivalent qualification in Maths and English or a willingness to achieve literacy and numeracy qualifications within the first 12 months of employment.	✓	
	A willingness to undertake continuing professional development.	✓	
	Previous experience in a relevant area (either commercial, industrial and/or teaching).	✓	✓
	Working knowledge of information technology such as e-mail, the internet and other software applications.	✓	✓
	Previous successful teaching experience within an appropriate area.	✓	✓
	Proven success in supporting students and optimising student performance.	✓	✓
Desirable	Theoretical and practical knowledge to teach a range of topics in the specified subject.		✓
	A full teaching qualification		✓
Key Experience & Attributes			

Essential	Ability to deal with challenging students.		✓
	Good communication skills both verbal and written.	✓	✓
	Flexible and enthusiastic approach.		✓
	Ability to relate well with staff and students.		✓
	Self-motivated and the ability to motivate others.		✓
	Ability to work effectively as a member of a team.		✓
	Good problem-solving skills.		✓
	Good organisation skills and an ability to work to deadlines.		✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.		✓
	Ability to demonstrate behaviours which support the Core Values of the College.		✓
Ability to demonstrate an understanding and knowledge of Equality & Diversity.		✓	

Applications should apply by sending a copy of their CV to jobs@warwickshire.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.

***A percentage of this salary is unconsolidated. An unconsolidated pay award is a monthly percentage pay award that is non pensionable. The rate included on the job description is the annual full time equivalent amount.**

TEACHER TRAINING QUALIFICATIONS

The College values having a fully teacher-trained workforce to provide outstanding teaching and learning for our students. The Teaching and Training Qualifications Policy states that teacher training qualifications are mandatory for all teachers or trainers who teach on **publicly funded** provision (whether this be from direct funding, or funded via government-sponsored loans). Teacher training qualifications should be completed within the first three years of your Contract of Employment. The continuation of your Contract of Employment is therefore subject to you acquiring these qualifications within the specified time frame.

Which teaching qualifications do members of teaching/training staff need?

For those teaching or training on funded provision for further education students (16-18 students and adult learners) and apprentices.

Award in Education and Training

This course is for staff who are employed as instructors, trainers on permanent contracts or teaching staff on hourly paid contracts or below a 50% fractional contract. The course is assessed by written and practical assignments and a micro-teach.

Diploma in Education and Training

This course is for salaried teaching staff who may be employed on full-time, fractional contracts or term-time-only permanent, academic contracts (with a fraction of greater than 50%). The course is assessed by lesson observations plus written and practical assignments and tutorials. Teachers on the Diploma course will need to have **100 hours teaching** practice over the two years. The course is offered to all teaching staff employed by the college in a 'significant teaching role'. Full-time, fractional and term-time-only staff completing this qualification will receive remission from their teaching contract.

The role and responsibilities of a member of staff in a significant teaching role include:

- Teaching across a range of levels, subjects and student types;
- Teaching or contributing to a range of programmes of varying lengths;
- Designing the curriculum and taking part in curriculum planning;
- Contributing to the complete learner journey including recruiting, inducting, teaching, assessing and final certification.
- Have a full-time contract at WCG or as a minimum 50% fractional contract.

For staff who only teach on higher education provision (funded directly or by government loans)

Staff on academic contracts who only teach on designated higher education provision are required to have a teaching qualification or become a Fellow of the Higher Education Academy (Advance HE). WCG will support the member of staff with their application for Fellowship. By applying to be a Fellow of the Higher Education Academy individuals are able to engage with a broad understanding of effective approaches to learning and teaching support as a key contribution to high quality student learning.

Designated higher education provision includes qualifications at levels 4 to 6 including higher nationals, foundation degrees, degrees and WCG higher education diplomas.