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**Lecturer in Spanish/French**

**Job Description**

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| **Area** | **:** | **Faculty of The Arts & Academic Studies** |  | **Faculty of The Arts & Academic Studies** |

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| **Salary** | **:** | **£24,452 - £36,890 *(pro rata)*** |

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| **Hours of Work *(Full-time/Part-time)*** | **:** | **22.2 - 37** |

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| **Line Manager** | **:** | **Assistant Director of A-Levels** |

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| **Responsibility for** | **:** | Teaching on a range of courses including A-Level Spanish/French. |
|  | **:** | Undertaking other duties including tutorial support and associated administrative tasks. |
|  | **:****:** | Promoting and safeguarding the welfare of children and young persons in line with College policies.The marketing and promotion of the provision to employers and stakeholders. |

**Main Purpose of Job:**

To provide innovative and engaging teaching, learning and assessment to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders.
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction.
* Is effective, efficient and provide excellent value for money.
* Reflects the vision, mission, aims and values of the College.
* Is innovative, developmental and sector leading.
* Promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. Teach on a range of courses, primarily in the specified faculty but also as required in other faculties.
2. Undertake other specified duties including tutorial support and associated administrative tasks.
3. Have available an up-to-date specification and scheme of work *(showing methods of delivery)* for each course/class taught and to lodge a copy of this information with the Assistant Director of Faculty by the start of the course.
4. Prepare suitable teaching and learning materials for a range of courses/classes and make use of a range of appropriate delivery methodologies including where available, the Library.
5. Use ILT innovatively and successfully in teaching, learning and assessment.
6. Attend classes punctually and complete accurately and in a timely manner all class records including the register of attendance and schemes of work.
7. Report any variations to the agreed class timetable to the appropriate Assistant Director of Faculty and obtain permission for any long term or planned changes.
8. Keep records as required of all learner assessed work and report progress or otherwise at appropriate course team meetings.
9. Set, assess and maintain records of all examinations or end of unit assessments and where required advise Finance and Administration of such results.
10. Attend Faculty, Course Team or subject area meetings as required.
11. Attend as required Progress Evenings, College Open Evenings and other promotional events of the College.
12. Successfully market and promote the provision to employers and stakeholders.
13. Support the College’s school liaison provision, liaising with partner schools and providing exciting taster sessions and other activities in the promotion of the College.
14. Liaise with external stakeholders e.g., businesses to develop good working relations and programmes to meet their needs.
15. Delivery of bespoke language courses e.g., business/technical Spanish/French *(or other MFL)* on or off site.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission, aims and values of the College.
3. Comply with College policies, procedures and agreements.
4. Contribute actively to the risk management of the College.
5. Promote and implement the College’s strategies on equality, diversity and safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Lecturer in Spanish/French**

**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * Degree in *(subject)* or equivalent
 | **ü** |  |  |  | **ü** |  |
| * Teaching qualification *(or working towards)*
 | **ü** |  |  |  | **ü** |  |
| * A1/V1 *(or working towards)*
 | **ü** |  |  |  | **ü** |  |
| * GCSE Grade C *(4/5)* or above in English and Maths
 | **ü** |  |  |  | **ü** |  |
| Desirable |  |  |  |  |  |  |
| * Masters/Higher Qualification
 |  |  |  |  | **ü** |  |
| * Evidence of ongoing professional development
 | **ü** |  |  |  | **ü** |  |
| **Skills and Experience** |
| Essential |  |  |  |  |  |  |
| * Excellent teaching skills
 |  | **P** | **P** |  |  | **P** |
| * Experience of teaching or ability to teach A Level *(AS and A2)* Spanish/French
 | **P** |  | **P** |  |  | **P** |
| * Successful experience of teaching learners of varied ages, backgrounds and abilities
 | **P** |  | **P** |  |  | **P** |
| * Excellent knowledge and experience of the Spanish/French culture
 |  | **P** | **P** |  |  |  |
| * Ability to deliver technical and business Spanish/French for employment
 | **P** |  | **P** |  |  |  |
| * Good working knowledge of the requirements of subject area in school and HE sectors
 |  | **P** | **P** |  |  |  |
| * Excellent IT skills with the ability to demonstrate the innovative use of ILT in teaching, learning and assessment
 | **P** | **P** | **P** |  | **P** |  |
| * Ability to embed equality and diversity within all elements of teaching with an awareness and understanding of equality and diversity matters in the workplace and the community
 | **P** |  | **P** |  |  |  |
| * Ability to adapt teaching style to engage and suit the needs of learners to ensure excellent attendance and achievements
 | **P** | **P** | **P** |  |  |  |
| * Be able to provide an excellent and safe learning environment
 | **P** | **P** |  |  |  |  |
| * Commitment to safeguarding the welfare of children and young persons in line with College policies
 | **P** |  |  |  | **P** | **P** |
| * Appropriate level of digital literacy
 | **P** |  | **P** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Experience of teaching another subject
 | **P** |  | **P** |  |  |  |
| * Proven experience of teaching business and technical Spanish/French within a workplace setting
 | **P** |  | **P** |  |  |  |
| * Good working knowledge of recent curriculum developments at post-16
 | **P** |  | **P** |  |  |  |
| * Proven experience in course team leadership
 | **P** |  | **P** |  |  |  |
| * Contribute to the development of course materials for courses offered by the Department
 | **P** |  | **P** |  |  |  |
| **Personal Attributes** |
| Essential |  |  |  |  |  |  |
| * Strong inter-personal skills
 |  |  | **P** |  |  | **P** |
| * Good team player
 |  |  | **P** |  |  | **P** |
| * Able to relate well to learners and staff at all levels
 |  |  | **ü** |  |  | **ü** |
| * Confidence to work effectively and professionally with all stakeholders e.g., employers
 |  |  |  |  |  |  |
| * Ability to work co-operatively and effectively with colleagues in the curriculum area and across College
 |  |  | **P** |  |  | **P** |
| * Good organisational skills, ability to prioritise and work under pressure
 |  |  | **P** |  |  | **P** |
| * Ability to inspire confidence in learners
 |  |  | **P** |  |  |  |
| * Commitment to learner success
 |  |  | **P** |  |  |  |
| * Commitment to on-going professional development
 | **P** |  |  |  |  |  |
| * Flexible approach to work
 |  |  | **P** |  |  |  |

**OFFICE USE ONLY**

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| **Completed by** | **Vice Principal / HR** | **Date** | **March 2021** |
| **Existing Job** |  |  | **New Job** |  |  |  |