

JOB DESCRIPTION

POST TITLE: LECTURER IN ENGLISH

POST NUMBER: WREQ3045

GRADE: LECTURER SCALE 1-6

JOB PURPOSE

As the Lecturer in English, you will be responsible for teaching English across a range of courses, including GCSE and Functional Skills. You will join the cross-college English and Maths Team who are responsible for the delivery of English and Maths courses to learners in different faculties, of different ages, and on different modes of study.

KEY TASKS AND DUTIES

You will be responsible to the Head of English, and ultimately to the Director of English and Maths for the following:

- Delivering high-quality teaching and learning upon a range of English courses at different levels and contexts. Courses range from Entry Level to Level 3.
- Proactively tracking and recording student progress, ensuring that accurate and reliable information on the predicted achievement and success of learners is readily available.
- Completing and using initial assessments of learners to ensure that they are put on the appropriate level of course / qualification and that their learning needs are met.
- Acting as a link tutor for specific faculties, ensuring that external assessments and exams are organised and communicated to vocational staff and their students effectively.
- Achieving key targets in terms of attendance, retention, achievement, and success.
- Implementing additional workshops and arranging additional support, where appropriate, ensuring that all learners in your groups can succeed.
- Ensuring that Quality Assurance processes are implemented and robustly complied with.

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- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided and supports them to improve.
- Liaising with curriculum tutors and managers to update them upon student progress and ensuring that issues impacting upon learners' progress can be effectively addressed.
- Preparing and developing exemplary learning materials that are contextualised to vocational areas, available online (via the Virtual Learning Environment; VLE), and effectively meet the needs of learners and awarding body requirements.
- Contributing to the capacity development of all teachers, effectively developing the literacy skills of learners through the promotion and the delivery of CPD sessions, as directed by the Head of English.
- Being an active and corporate member of the cross-college English and Maths Team, supporting the implementation of an effective cross-college English and Maths Strategy.

GENERIC TASKS AND DUTIES

In addition to the requirements of the post above, all representatives of the academic staff are required to:

- Complete all associated organisation/administrative work, preparation and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop, and evaluate courses and course materials, and where appropriate supervise course provision.
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- Participate in programme / school / college activities as requested, including parents' evenings.

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- Participate and undertake Staff Appraisals and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties.
- Being prepared to operate on a flexible year as required.
- Comply with Information Security requirements in line with College Policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

SPECIFIC CONDITIONS

As a post-holder, you will be based at Weston College's Knightstone Campus, but you will deliver to learners at all sites and also to apprentices within the workplace. As such, this post requires a degree of flexibility to ensure that learners studying English across the breadth of the College curriculum are supported to succeed.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-6: £23,840.00 to £31,482.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week

Teaching contact hours: 828 hours per annum.

Annual leave: 355.5 hours per annum plus statutory bank holidays and company closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree-level qualification, which is appropriate to the work.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain this qualification within the first year of service (with the assistance of Weston College).</i>	✓	
Relevant and successful teaching experience in Level 2 English and Literacy (or higher) <i>If successful, you may be required to undertake further training in English Literature in order to ensure learners' success.</i>		✓
Knowledge and experience of current teaching and learning strategies.		✓
Postgraduate qualification and / or relevant professional experience.		✓
Computer literate.	✓	
Highly motivated and committed to developing English and Literacy skills.		✓
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and ability to work in a team.	✓	
Empathetic and inclusive approach to learners.	✓	
Innovative and flexible approach to the delivery of English and Literacy.	✓	
Promotion a culture of involvement, listening and being responsive to students' needs.	✓	
Willingness to undertake a subject specialist qualification.	✓	
Full Driving Licence and access to own transport.	✓	