

Job Description: PTHP Lecturer – ESOL Lecturer

Role Specific

1. Teaching on a variety of ESOL programmes (Entry level 2)
2. Be up to date to plan, deliver and assess high quality teaching as required by your Line Manager to the appropriate number of hours
3. Develop and share resources for the course/subject
4. Deliver enrichment and enhancement activities
5. Complete required assessment duties in relation to student assignments
6. Maintain comprehensive, up to date, records and provide information as requested using College systems to track and communicate student progress
7. Be responsible for the appropriate administration of exam entries and liaise with external awarding bodies, as appropriate
8. Ensure close liaison and good communications with colleagues and managers across both academic and pastoral elements of the role
9. Value and support students to achieve their full potential and support team targets
10. Effectively manage the behaviour of students
11. Engage in curriculum development and planning activities, individually and as a team
12. Embrace the College ethos that every student will achieve their full potential
13. Participate in standardisation/verification and moderation, as required
14. Ensure provision is aligned with best practice nationally
15. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction
16. Positively represent the College both internally and externally at all times

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	PTHP ESOL Lecturer
Qualifications and Attainments	Essential / Desirable
Degree in a relevant subject area or appropriate professional qualification	Essential
Recognised teaching qualification (or a willingness to achieve one within the first 3 years of appointment)	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
Degree in a relevant subject area or appropriate professional qualification	Desirable
Training, Experience and Knowledge	
Successful teaching experience in a relevant subject area	Essential
The ability to demonstrate knowledge and understanding of the educational needs of adults	Essential
Knowledge of and proven ability to deliver the curriculum successfully	Essential
Demonstrate a learner centred approach to teaching and learning	Essential
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential