

## Job Description -

Adult Community Lecturer (Adult Education)

### Reporting to:

Adult & Community Education Project Co-ordinator



### The key purposes of this role are to:

Plan and deliver high quality teaching, learning and assessment on all the courses you teach.

Ensure a high level of positive student outcomes on your courses.

Ensure that preparatory, marketing and administrative work is completed to a high standard.

	<b>This post is accountable for:</b>
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference to what we know about students differing needs and abilities in order to provide stretch and challenge for all
	Prioritising customer care and ensuring students receive a high-quality learning experience in your area and that students are clear about expectations and make good progress
	Ensuring high quality resources and relevant vocational experiences are available to students
	Ensuring compliance within your area to College and exam board or funding policies especially relating to quality control (including health and safety).
	The regular use of formative assessment to check learning
	Meeting College and team assessment/marking standards
	Providing clear guidance for LSWs supporting learning in your classes
	Skill sharing and delivering Staff Development where appropriate.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline
Enhance the overall experience of students	Actively contributing to developing the ESOL curricula based on national best practice in order to establish and maintain a reputation for excellence. Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies.
Ensure that an equitable share of	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.

team preparatory, marketing and administrative work is completed to a high standard	Administering courses or delegated projects in accordance with College, Exam board and faculty policies ensuring agreed deadlines are met and record keeping is of a high standard.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	Taking responsibility for elements of provision including care of resources and activities where required.
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop 'wider world' understanding (inc E&D) across each course
	Liaising effectively and proactively addressing problems with your colleagues, managers, support services and external agencies.
	To safeguard and promote the welfare of children, young people and vulnerable adults as part of your everyday duties.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

## PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	PGDE or other level 4 teaching qualification <b>OR</b> be willing to work towards one within 2 years <b>OR</b> CELTA Qualified	Documented evidence of continuing personal development.
	Relevant English/Literacy qualifications (Ideally at level 4)	
SKILLS/ PERSONAL QUALITIES	Experience working with ICT in a workplace. Confidence and ability to teach basic digital skills	Employability knowledge Confidence and ability to teach basic employability – e.g. CV writing, interview prep
	Good organisational and interpersonal skills.	Understanding of differentiated learning.
	An effective and sensitive team player.	Familiarity with Pearson Edexcel Internal Verification and other quality control processes

	Student centred approach to learning.	Evidence of innovation in designing or delivering courses.
	Familiarity with Microsoft Office programmes	Tutorial skills.
	Punctual and reliable.	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
<b>EXPERIENCE</b>	Experience delivering Functional Skills English or GCSE English or ESOL Skills for Life or equivalent.	Evidence of success in previous/current teaching roles.
		Experience teaching Adults

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> <li>• Student Feedback (inc student survey)</li> <li>• SOW</li> <li>• Success Rate Data</li> <li>• Value Added Data</li> <li>• Observation</li> <li>• Inspection reports</li> <li>• Student attendance data</li> <li>• Recruitment and retention data</li> <li>• MIS information</li> <li>• Team (inc assessment) records</li> <li>• Marking</li> <li>• Line manager, peer and cross-college feedback</li> <li>• External Quality Reports</li> </ul>

## Adult Community Lecturer

**Salary:** £28,178 - £38,054 (FTE) per annum

Hourly Rate: £14.65 - £19.78 per hour, plus holiday and prep uplift

(Salary dependent on qualifications and experience)

**Contract:** Fractional, Permanent (part-time post, 80% contract (4 days a week / 29.6 hours a week))

**Required:** Immediate Start Available

Dear Applicant,

Thank you for taking an interest in the position of Adult Community Lecturer (Adult Education) at Cirencester College. We have been growing our adult provision over the last few years and now offer a wide range of courses. We offer English and maths classes from everyday level up to and including GCSEs. We offer ESOL classes from Pre entry to Level 2. We also run a number of TA, digital, community and leisure courses. We are looking to recruit an Adult Community Lecturer to take over various levels of English classes and to help us develop our employability and digital offer.

One day you may be teaching English or ESOL adult students from Entry level 1 up to and including L2. Another you may be teaching adults beginner digital skills or employability. Classes are delivered either at our Fosseway Campus or in Community venues in Cirencester or surrounding areas. We currently have 4 English / ESOL classes available. We also plan to develop our digital and employability offer and would like our Adult Community Lecturer to take lead on developing this offer. We are willing to be flexible for the right candidate. Please note that there will be 2 evening classes per week required.

You would be joining a top performing college & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things, and a group of staff capable of achieving excellence. We have a strong tradition of sharing good practice at the College.

We welcome applications from both experienced teachers & those with minimal teaching experience. We have a proven track record of taking inexperienced staff, training them through our recognised teacher training (PGDE) programme and producing some of the very strongest teachers.

As an adult tutor, your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will need to be flexible and able to work with students who have a variety of needs and abilities. In adult teaching differentiation is vital, as all our students come with varying levels of background knowledge.

The job-specification provides a long list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. If you think these match your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to ask any questions to find out more then please contact the Head of School for Community, Academic & Learning Support, [karen.bell@cirencester.ac.uk](mailto:karen.bell@cirencester.ac.uk)

Yours sincerely

Karen Bell (Head of Community, Academic & Learning Support)