

JOB DESCRIPTION

POST TITLE:	English Trainer
GRADE:	Harmonised Salary Scale Point 20-23
RESPONSIBLE TO:	English and ESOL Coordinator
RESPONSIBLE FOR:	Teaching on a variety of subject areas to support the College's vision to become and sustain outstanding
DIRECTORATE:	Higher Education & English and Maths
WORK ARRANGEMENTS:	29.5 hours per week / 52 weeks per year

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Plan and deliver a full 'plan for learning' to enable learners to make exceptional progress.
3. Student support and general administrative duties associated with the academic function.
4. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Produce schemes of work and maintain records of work for each area of scheduled teaching.
3. Deliver high quality learning experiences which enable learners to develop in their learning of new technical skills.
4. Support the development of learners' understanding of theory and mastery of skills through delivery of contextualised vocational sessions and reinforcement of learning through practise of skills.
5. Develop and evaluate student learning materials and assignments appropriate to a range of learning situations.
6. Contribute to the delivery of the programme of learning in accordance with College policies.
7. Teach in designated areas deploying an appropriate range of teaching and learning styles.
8. Maintain academic records including registers, records of work and any other records which may be required from time to time.

9. Prepare and mark College devised examinations and other assessment procedures.
10. Return assessed work promptly to students indicating proposals for improvement.
11. Assess and verify assessments as a member of the programme team.
12. Plan and organise work placements, field trips, site visits and related activities.
13. Participate in programme team(s) and contribute towards the planning, development and administration of programmes and assessment of students work.
14. Participate in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
15. Identify, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
16. Assist with visits from and to schools, taster courses and work experience for potential students.
17. Act as personal tutor to nominated groups and individual students.
18. Participate in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
19. Participate in reporting processes to provide feedback for parents and other sponsors.
20. Liaise with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities as required including the Performance and Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the College's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	English Trainer	Directorate:	Higher Education & English and Maths
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Subject specific level 4 qualification	E	A
Undergraduate degree (or willingness to achieve this within 4 years)	E	A
A teaching qualification or willingness to gain Cert Ed within 4 years of commencement of employment	E	A/I
Minimum of a level 2 qualification in English and maths	E	A/I
Experience:		
Substantial professional experience in a relevant sector	E	A/I
Experience of delivering learning	D	A/I
Experience of quality and self-assessment initiatives	D	A/I
Experience delivering English and/or maths skills	D	A/I
Skills/Knowledge:		
High quality written and verbal communication skills	E	A/I
Excellent organisational, administrative and time management skills	E	A/I
Ability to work as part of a team	E	A/I
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	E	A/I
Vocationally relevant skills and understanding	E	A/I
Ability to deliver English and/or maths skills	D	A/I
Qualities:		
Ability work under pressure and meet deadlines including assessment, marking and feedback processes	E	A/I
Self-managing and responsive with the ability to reflect on own performance	E	A/I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to work in a team	E	A/I
A flexible and innovative approach to teaching, learning and assessment	E	A/I
Flexibility to work at any College site / travel, and work additional hours to meet the requirements of the post (including some weekends and evenings)	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children and Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I
Have a valid full driving licence and vehicle with business insurance	D	A/I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Gail Redfern	Date Produced:	09/03/2020
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