

**Job Description**

English Lecturer (GCSE / Essential Skills) – Hourly Paid

**Department:** English & Mathematics

**Location:** Newport

**Reports to:** Leader of Learning - English

**Job Purpose**:

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

**Teaching and Assessment**:

1. To implement effective teaching strategies on a variety of courses and programmes.
2. To deliver teaching strategies using a variety of teaching methodologies to accommodate different levels of ability and the demands of different curricular areas and activities.
3. To prepare and update course content and materials and assignments to ensure relevance to the learning situation and curriculum initiatives.
4. To deliver teaching on full time, part time day and evening courses as required.

To take responsibility for course/ personal tutor-ships and assist with the welfare, guidance, counselling and induction of learners as required.

To assess, record and evaluate learner progress and course work and provide constructive feedback and guidance to encourage learning and improve the quality of the learning experience for learners.

To ensure that all learners receive appropriate enrichment activities and support services

To oversee and take responsibility for practical projects both internal and external to the College and visits to alternative venues.

**Quality, Development and Marketing**

To carry out internal/external verification activities and comply with the internal quality systems and processes

To work with colleagues to develop courses as appropriate to meet local, industrial and commercial needs.

To liaise with a range of agencies as required, such as student placements and feeder schools.

To actively participate in the marketing and promotional activities.

To participate in Open events as requested and in the interview and selection process for prospective learners.

**Team Contribution**

To attend and contribute to team meetings.

To be supportive of colleagues and assist in the development of the team working

To provide regular and constructive feedback to the Senior Curriculum Leader - Skills and other managers as required/ requested

To provide advice, guidance and support to staff, within a designated school, to embed opportunities for the development and assessment of learners’ English/literacy skills within the curriculum.

**Administration**

To maintain accurate registers and associated documentation in line with Financial Procedures

To manage learner records in line with Management Information Services procedures

To meet the administrative demands of validating and examining bodies

**Policy and Procedure**

To comply with all College Policies and Procedures including Financial Regulations and Procedures.

To ensure equality of opportunity in service delivery and course content

To undertake all duties in line with Health & Safety Policy and undertake risk assessments as appropriate

To ensure that all activities are compliant with the General Data Protection Regulations.

To promote the college’s core values and incorporate them into all aspects of the role.

To be responsible for supporting and supervising learners, including taking action to ensure

acceptable behaviour at all times

**Note:**

1. **As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.**
2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.**
3. **This description is not intended to establish a total definition of the job, but an outline of the duties.**
4. **All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.**

**Person Specification**

**English Lecturer (GCSE / Essential Skills)**

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| **Qualifications & Specialist qualifications** | | | |
| A good honours degree in English |  |  | Application form |
| 5 GCSEs including maths and English or equivalent |  |  | Application form |
| A Level in English Language at grade C or above |  |  | Application form |
| PGCE/Cert. Ed |  |  | Application form |
| Assessor and IV awards or willing to work towards within a specified time period after appointment |  |  | Application form |
| **Knowledge** | | | |
| Significant and successful proven track record of classroom experience of teaching GCSE English Language in a school or FE setting |  |  | Application form |
| Significant and successful classroom experience of teaching Essential Skills Communication in a school / WBL or FE setting |  |  | Application form |
| Have a proven track record of excellent examination performance at GCSE level |  |  | Application form/Interview |
| Good classroom management skills |  |  | Interview |
| Teach consistently to an ‘excellent’ standard |  |  | Interview |
| An understanding of associated tracking and recording requirements to meet the needs of learners |  |  | Interview |
| Excellent written and oral communication skills |  |  | Application form/Interview |
| Sound knowledge of the new GCSE English Language specifications |  |  | Application form/Interview |
| An understanding of quality procedures and processes |  |  | interview |
| Knowledge and understanding of the importance of completion and attainment rates |  |  | Interview |
| **Skills & Attributes** | | | |
| Excellent interpersonal and presentation skills |  |  | Interview |
| Ability to work under pressure and meet deadlines |  |  | Interview |
| The ability to plan and organise effectively |  |  | Application form /Interview |
| Ability to establish positive working relationships with colleagues |  |  | Interview |
| Ability to use a range of IT packages to enhance teaching and learning |  |  | Application form / Interview |
| Ability to produce high quality documentation and recording |  |  | Application form |
| **Additional Requirements** | | | |
| Able to travel as required to fulfil the requirements of the role. |  |  | Application form |
| Be able to work evenings and to comply with changing timetable requirements |  |  | Interview |
| Willingness to work on any Coleg Gwent campuses |  |  | Application form/interview |
| Ability to speak the Welsh Language |  |  | Application form |