**Job title:**

English Lecturer (GCSE & Skills)

**Location:**

Various

**Reports to:**

Leader of Learning - English

**Salary:**

MG1 – UP3

**Job purpose:**

As an English Lecturer, you will be responsible for teaching English across a variety of courses, including GCSE and Skills. You will join the cross-college English and Mathematics team, which is tasked with delivering English and Maths to learners of different ages, attending various schools, and engaging in different modes of study.



## Principal Responsibilities

## Teaching and Assessment

* + To implement effective teaching strategies on a variety of courses and programmes.
  + To deliver teaching strategies using a variety of teaching methodologies to accommodate different levels of ability and the demands of other curricular areas and activities.
  + To prepare and update course content and materials and assignments to ensure relevance to the learning situation and curriculum initiatives.
  + Deliver full-time teaching and part-time day and evening courses as required.
  + To take responsibility for course and personal tutorship, while assisting with the welfare, guidance, counselling, and induction of learners as required.
  + To assess, record, and evaluate learners’ progress and coursework, providing constructive feedback and guidance to promote learning and enhance the quality of the learning experience for students.
  + To ensure that all learners receive appropriate enrichment activities and support services.
  + Oversee and take responsibility for internal and external practical projects at the college and visits to alternative venues.

## Quality, Development and Marketing

* + Conduct internal/external verification activities and comply with internal quality systems and processes.
  + To work with colleagues to develop courses as appropriate to meet local, industrial and commercial needs.
  + Liaise with a range of agencies as required, such as student placements and feeder schools.
  + To actively participate in marketing and promotional activities.
  + Participate in open events as requested and in prospective learners’ interview and selection process.

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* Ensure that Treasury and Banking activities are carried out in line with the College’s Treasury

Management Policy, and to liaise with the College’s bankers as appropriate.

* Prepare the College’s VAT returns, and monitor and report on the associated accounting

implications through liaison with the College’s professional VAT advisors.

* Manage the Payroll department, ensuring that all activities are carried out in accordance

with College regulations and legislative requirements.

## Team Contribution

* + 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 Leader of Learning - English and other managers as required/ requested.
  + To provide advice, guidance and support to staff within a designated school to embed opportunities for developing and assessing 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.

## Policies & Procedures

* + Comply with all College Policies & Procedures.
  + Keep abreast of changes to Policy & Procedures and make the necessary changes to administrative systems.
  + Ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.
  + Promote the College’s core values and incorporate them into all aspects of the role. Ensure that inclusive principles are considered in all actions and responsibilities.
  + Contribute to supporting and supervising learners, including taking action to ensure acceptable behavior at all times.
  + Ensure that all activities are compliant with the General Data Protection Regulations.

## Health & Safety

* + Ensure that safe working practices are used and appropriate Health and Safety legislation adopted.
  + Exercise responsibility for carrying out and adhering to the Health, Safety and Welfare Policy and Procedure.
  + Liaise with the Health and Safety Manager to ensure accurate recording of related information.
  + Consider a sustainable approach to workplace practices.

**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.

1. 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.

1. This description is not intended to establish a total definition of the job, but an outline of the duties.

All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.

**Person specification**

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| **1. Qualifications** | | | |
| a) Relevant degree in English Language or within an English related subject |  |  | Application |
| b) A Level in English Language at grade C or above |  |  | Application |
| c) PGCE/ Cert. Ed. Or other relevant teaching qualification recognised by EWC |  |  | Application |
| d) Assessor and IQA awards or be prepared to work towards within 2 years of appointment |  |  | Application |
|  | | | |
| **2. Knowledge & experience** | | | |
| a) Significant, recent and proven track record of teaching GCSE English Language in a school or FE setting |  |  | Application /Interview |
| b) Significant and successful classroom experience of teaching Essential Skills Communication (up to L3) in a school / WBL or FE setting |  |  | Application / Interview |
| c) Ability to assess, record, report and analyse learners’ progress to ensure that planning and decision-making are firmly based on evidence |  |  | Application/ Interview |
| d) Have a proven track record of excellent examination performance |  |  | Application |
| e) Good classroom management skills |  |  | Interview |
| f) Ability to teach to an ‘excellent’ standard in the classroom |  |  | Interview |
| g) A good understanding of what makes for effective learning and the need for variety and challenge |  |  | Application |
| h) An understanding of quality procedures and processes |  |  | Interview |
| 1. The intellect, passion and energy to enthuse and   inspire learners |  |  | Interview |
| i) Knowledge and understanding of the importance of completion and attainment rates |  |  | Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| **3. Skills & attributes** | | | |
| a) An infectious enthusiasm for teaching English |  |  | Application |
| b) A commitment to meeting individual learner needs and supporting them to achieve the very highest standards of which they are capable of |  |  | Application |
| c) Excellent interpersonal and presentation skills |  |  | Interview |
| d) The ability to plan, organise effectively and meet deadlines |  |  | Interview |
| e) The ability to establish positive working relationships with colleagues |  |  | Interview |
| f) The ability to use a range of digital packages to enhance teaching and learning |  |  | Application |
| g) Excellent written and oral communication skills |  |  | Application |
| h) The ability to produce high quality documentation and recording |  |  | Application |
|  | | | |
| **4. Additional requirements** | | | |
| a) Able to travel as required to fulfil the requirements of the role |  |  | Application |
| b) Able to work flexibly, including weekends and evenings |  |  | Interview |
| c) Act as an ambassador for the College |  |  | Application |
| d) The ability to speak the Welsh Language |  |  | Application |