



JOB DESCRIPTION

JOB TITLE:	Sessional Lecturer in English
GRADE:	£26.52 per hour
STATUS:	Established
HOURS:	part Time
REPORTING TO:	Program Manager
CAMPUS:	Langley
DEPARTMENT:	Adults
JOB PURPOSE:	To deliver high quality teaching, pastoral and academic support that enables learners to reach their potential.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. Effective delivery of a teaching programme within the areas of competence of the post holder, paying due regard to developing independent learners, and enabling student progression towards successful completion
2. Develop ways of working that are responsive to learners' needs, monitor and evaluate progress and practice and prepare learners for examinations.
3. To promote and facilitate high levels of student attendance, retention and achievement
4. Provide accurate and timely data and information, including registers, withdrawals and transfers, assessments, examination details and progress reports.
5. Attend and contribute to curriculum team meetings and student success meetings etc. as required.
6. To contribute to the assessment of learners, from application through to progression and to inform appropriate placing on course including the setting of targets, milestones and provision of support
7. Draw up confidential ILPs and learner profiles on the ILP, outlining individual strengths and areas for development, agreeing targets and milestones with learners and subject teachers, contribute to their review and updating throughout the year.
8. Keep up to date in relevant areas of professional expertise through research; attendance at meetings and relevant training; membership of networks as appropriate.
9. Maintain student morale and discipline inside and outside "the classroom" within the College sites and in conjunction with College management.
10. Support the organisation of extra-curricular activities necessary to the student's career and personal development.



11. Attendance at relevant parents/open evenings.

12. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy



PERSON SPECIFICATION

Lecturer in English

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application)	✓		AF
An endorsed teaching qualification – DTLLS or equivalent	✓		AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in English or equivalent. (please state this in your application)	✓		AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in Mathematics or equivalent. (please state this in your application)	✓		AF
EXPERIENCE			
Proven experience of teaching English GCSE and/or Functional Skills across a range of levels to young people in the 16 -19 age group and adults	✓		AF/IV
Knowledge and evidence of ongoing curriculum development and managing the learning process		✓	IV
Ability to demonstrate successful experience in supporting learners to high achievement	✓	✓	IV
Proven successful experience of supporting / teaching students with barriers to learning in a post 16 environment		✓	AF / IV
SKILLS / KNOWLEDGE / ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	✓		IV
Proven ability to use Information Learning Technology (ILT) in a teaching situation		✓	IV
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	✓		IV
Proven ability to work independently and as part of a large team, including the ability to team teach.	✓		IV
Demonstrable oral and written communication skills.	✓		AF / IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation