

Job Description

JOB TITLE:	English Lecturer
GRADE:	Teacher's Pay Scale
REPORTS TO:	Head of Department
CAMPUS:	Langley or BCA
JOB PURPOSE:	To deliver high quality English teaching that supports post 16 learners to develop their reading, writing, speaking and listening skills, enabling successful achievement of GCSE and/or Functional Skills qualifications.

Main Duties

1. Provide teaching, learning and assessment.
2. Lead/co-ordinate learning.

1 Teaching, Learning and Assessment

- 1.1 Participate in enrolment and induction of students.
- 1.2 Prepare schemes of work, lesson and assessment plans.
- 1.3 Teach GCSE English Language and/or Functional Skills English (Entry Level to Level 2)
- 1.4 Plan and deliver inclusive, engaging lessons tailored to a diverse post 16 FE cohort
- 1.5 Model accurate written and verbal English in explanations, examples and feedback.
- 1.6 Use diagnostic assessment and progress data to plan teaching, intervention and stretch.
- 1.7 Support learners with a range of confidence levels, prior attainment and SEND needs.
- 1.8 Promote literacy development across vocational programmes through collaborative working.

- 1.9 Contribute to curriculum development, standardisation, quality assurance and continuous improvement activities
- 1.10 Set and monitor personal targets.
- 1.11 Provide ongoing assessment and feedback to students.
- 1.12 Ensure appropriate academic support is provided to students, making referrals where appropriate.
- 1.13 Prepare students for a range of assessments and examinations.
- 1.14 Maintain accurate and detailed student records.
- 1.15 Participate in parents' evenings, recruitment, trade events, conferences and other marketing events.
- 1.16 Contribute to the leadership of the programme.
- 1.17 Contribute to the quality assurance and quality improvement of the programme, area and department self-assessment.

2 **General Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Maintain student morale and discipline within the college site.
- 2.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 2.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – English Lecturer

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L5 Teaching qualification or willing to work towards	X		AF
Minimum L3 vocational qualification	X		AF
Evidence of ongoing professional development	X		AF
L2 English	X		AF
L2 maths	X		AF
EXPERIENCE			
Experience of teaching English in a recognised education or training setting (e.g., school, sixth form, tutoring, training provider or FE) including NQTS	X		AF / IV
Experience teaching English in FE or adult-learning provision.		X	AF/IV
Experience delivering mixed-ability English classes, including those with ESOL learner		X	AF
Experience planning and delivering literacy intervention or targeted support.		X	AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to embed English and maths into curriculum	X		Test
Ability to teach effectively in a post-16 FE environment.	X		IV
Strong subject knowledge in GCSE English Language and/or Functional Skills English.	X		AF/IV
Understanding of barriers to English and literacy achievement in post-16 education	X		AF/IV
Understanding of GCSE/Functional Skills English assessment requirements.	X		AF/IV
IT skills e.g. word, excel, power-point, email, databases	X		AF

High standard of written and verbal English, sufficient to teach, assess and model accurate language use.	X		AF
Enthusiasm for teaching and the subject area, with the ability to motivate and engage students	X		IV/Test
Good administrative skills with the ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		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