

## Job Description

<b>Job Title</b>	<b>LECTURER IN GCSE AND FUNCTIONAL SKILLS ENGLISH</b>
<b>Salary Range</b>	Lecturer Scale, Points 5 - 12 £25,933 - £34,680 per annum, pro rata
<b>Faculty / Section</b>	Skills for Life
<b>Hours per Week</b>	Hours per week are negotiable - from 18.5 to 37 (full-time)
<b>Terms of Employment</b>	Permanent Full year Academic Contract
<b>Annual Leave Entitlement</b>	37* Days pro rata + Bank Holiday entitlement and College Closure Days
<b>Responsible to</b>	Programme Area Manager

\*2 days to be taken on identified dates during the Christmas closure period as notified on the College calendar

### **Job Purpose:**

- To provide high quality teaching and learning, specifically contributing to the Programme Area's expertise in delivery of GCSE & Functional English.

### **Key Tasks / Responsibilities:**

- A teaching commitment in line with College policy as agreed annually with the Director of Personal Development & Welfare. You will plan and deliver teaching/learning programmes using a flexible range of strategies and learning styles, taking responsibility for the quality of your own teaching and related curriculum development.
- Develop learning resources/materials to meet individual learner needs, devise appropriate assignments and learning programmes and maintain records that support the learning experience.
- Prepare and support learners for all types of GCSE English Language & Functional English Skills assessment.
- Work within an agreed curriculum framework and to agreed targets/objectives, and contribute to Programme Area curriculum development activities.
- Assess student competence in College or in the workplace, including Internal Verification.
- Undertake administrative tasks and complete returns as required by the Programme Area Manager including preparation of evidence for IV and EV
- Act as a course manager and/or course tutor as appropriate.
- Assist with recruitment, selection and enrolment of students.
- Manage the behaviour of students.
- Accompany and supervise students on educational and training visits if required.
- Other duties commensurate with the grade of post as required.

**College Responsibilities:**

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

## Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching GCSE English Language and/or Functional English</li> <li>• Knowledge of the National Strategy and the National Standards for GCSE and/or Functional English</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of compiling submission documents for awarding bodies</li> <li>• Giving initial Advice &amp; Guidance</li> </ul>	Application form and interview
Qualifications	<ul style="list-style-type: none"> <li>• Minimum Level 3 in curriculum subject (English)</li> <li>• Minimum Level 3 Certificate in Education &amp; Training</li> <li>• GCSE Grades 4/C or above in Maths and English (or equivalent Level 2)*</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 Additional Diploma in teaching English (or equivalent within specified timescale)</li> <li>• Degree in appropriate subject</li> <li>• A recognised assessor/verifier qualification</li> </ul>	Application form
Skills / Abilities	<ul style="list-style-type: none"> <li>• The ability to make a significant contribution to teaching and learning and to the Programme Area's work</li> <li>• Ability to teach and assess a wide range of units and modules associated with the courses offered</li> <li>• Adopt an active approach to teaching and learning, and to engaging learners</li> </ul>		Application form, presentation and interview
Personal	<ul style="list-style-type: none"> <li>• A willingness to contribute to new initiatives and curriculum developments</li> <li>• A flexible approach and commitment to the achievement of excellence</li> <li>• Good interpersonal and communication skills</li> <li>• The ability for sustained hard work</li> </ul>		Presentation and interview
Other	<ul style="list-style-type: none"> <li>• Ability to work with learners whose ability level ranges from Entry 1 - Level 2 Functional Skills, and GCSE up to Grade 9</li> </ul>		Application form and interview

\*You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates



# Our Values



## Collaborative

### Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



## Inclusive

### Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



## Aspirational

### Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve