

Teacher: GCSE English

**0.6 (22.2hrs), Permanent
REQ0001319**

1. The Appointment

This is a great opportunity for dynamic, professional individuals qualified in English to join a forward-thinking college to develop and teach GCSE and/or Functional Skills to groups of learners from cross college.

This is an exciting opportunity to work with a dynamic team to support learners gain their essential English skills through their programmes of study.

You will need to possess a teaching qualification and have a good knowledge of and professional experience within teaching. You will have excellent interpersonal, communication and administrative skills showing a flexible and professional attitude.

It is essential that you have the ability to build positive relationships, displaying excellent communication, organisational skills and administrative skills demonstrating a flexible and professional attitude.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

The role will require you to embed the college's values, **Respect, Integrity, Collaboration, Compassion and Ambition**.

2. The Post

2.1 Main Duties and Responsibilities

- a) To design, plan, and deliver English ensuring a high-quality learning experience is provided that supports learners to at least achieve their minimum target grade.
- b) To assess learners according to established guidelines and attend team meetings to review learner progress, agree specific interventions and agree changes to learning, teaching and assessment to ensure that performance of all learners continually improves.
- c) Set targets to consistently support progress, achievement of at least minimum target grade, positive progression and destinations.
- d) To develop best practice in learning, teaching and assessment, ensuring standardisation and a high-quality learning experience.

- e) To promote and monitor the attendance, retention and achievement of minimum target grade for learners on a continuous basis, ensuring that all appropriate documentation is completed, readily available and in line with college procedures.
- f) To keep up to date with current initiative and developments with English and further education.
- g) To implement quality procedures, contribute to evaluative quality assurance reviews and the self-assessment process.
- h) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- i) To maintain appropriate standards of learner behaviour.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To work flexibly as directed by the line manager.
- g) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
Relevant degree qualification		✓
Level 3 (minimum) qualification within English for teaching GCSE	✓	
Level 2 (minimum) qualification within English and Maths	✓	
Experience		
Recent and relevant experience of delivering GCSE/Functional skills English in an educational sector	✓	
Evidence of delivering high quality and effective learning experience	✓	
Evidence of providing learning to groups and individuals	✓	

	Essential	Desirable
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Skills /Knowledge		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Sound knowledge of developments within the Children and Young People's Sector	✓	
Excellent communication and interpersonal skills	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Ability to plan and prioritise	✓	
Good time management skills	✓	
Excellent administrative and organisational skills	✓	
Able to work as part of a team	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that do not work for customers.	✓	

4. Position within the College

The post-holder will report to the Head of Department for English.

5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Delivery contract and is subject to those terms and conditions.
- b) The salary will be within the qualified delivery scale which is between £31,000 to £41,616 per annum. The pro rata salary will be between £18,600 to £24,969.60 per annum.

- c) You will be entitled to 44 days' leave in total, made up of: 32 days' annual leave, 8 bank holidays, 4 concessionary days. Please note that the concessionary days apply to the two-week Christmas closure. During this period, you will be required to use up to 3 working days of your annual leave entitlement to cover part of the closure. Leave entitlement will be calculated on a pro rata basis for part-time hours.
- e) You will be required to work 22.5 hours per week, on a flexible basis to meet the needs of learners.
- f) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- g) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **Midnight on 14th October 2026**.

Please apply online at <https://www.wnc.ac.uk/about-us/work-for-us>

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £49.50

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.