

JOB DESCRIPTION

TITLE: Lecturer English

GRADE: NCC Lecturer Grade

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To teach and assess learning on a range of courses, which include 14-19 and adult learners. Courses range from entry level to level 2 GCSE.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager English and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other lecturing staff:

- 2.1 To teach on a range of courses at community or main College sites.
- 2.2 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.3 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.4 To develop student-centred teaching and learning strategies, which contribute to increased retention, achievement and progression.
- 2.5 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.6 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.7 To provide regular feedback to students as identified in the Curriculum Delivery Plan and associated policies, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.8 To observe procedures for student monitoring, discipline and complaints in accordance with the Curriculum Delivery Plan and associated policies.
- 2.9 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.10 To attend external courses and conferences as relevant to the work of the Programme.
- 2.11 To compile and maintain course records.
- 2.12 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.13 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

3. Person Specification:

- 3.1 Possession of an English degree or level 5 Subject Specialism in Literacy would be desirable.

- 3.2 Possession of a teaching qualification*.
- 3.3 Experience of teaching GCSE and Functional Skills English.
- 3.4 Evidence of the ability to teach effectively and to prepare relevant materials;
- 3.5 An awareness of the pastoral and the academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 3.6 Commitment to an inclusive education;
- 3.7 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 3.8 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

*** All newly appointed Lecturers will be expected to have a teaching qualification, or to demonstrate a willingness to obtain one at an appropriate level and within the timescale set out in the Further Education National Training Organisation (FENTO) standards. Candidates will be supported in obtaining appropriate certification in-house or at other institutions.**

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.