JOB DESCRIPTION

Job Title: Lecturer of A Level English Language and English Language & Literature (Maternity Cover)
Responsible to: Head of Section
Department: CSM A-Levels
Salary Grade: Lecturers Scale
JOB ROLE

Central Saint Michael's Sixth Form is seeking a knowledgeable, enthusiastic and committed Lecturer of two A-Level courses to provide maternity cover for one year:

- A-Level English Language (AQA) and;
- A-Level English Language & Literature (OCR).

The successful candidate will be responsible for delivering high-quality, academically rigorous teaching across both A Level programmes, ensuring continuity of learning, effective curriculum delivery and consistently high standards of student achievement for a one-year maternity cover post.

The role requires a specialist understanding of both linguistic and literary study, with the ability to teach a broad range of theoretical, analytical and creative content at Level 3. The successful candidate will be confident in developing students' understanding of how language operates across different social, cultural, historical and political contexts, alongside supporting their critical appreciation of literary and non-literary texts.

Within A Level English Language (AQA), the postholder will be expected to deliver teaching covering language analysis, language diversity and change, children's language development, language discourses and the relationship between language, identity and society. This will include developing students' understanding and application of linguistic frameworks, relevant theories and research methods, enabling them to analyse spoken, written and digital communication critically and independently. The role will also involve supporting students in undertaking independent language investigations and producing original writing with accompanying analytical commentaries, ensuring they develop the academic and research skills required for successful completion of non-exam assessments.

Within A Level English Language & Literature (OCR), the postholder will be responsible for delivering an integrated approach to the study of language and literary texts, including poetry, drama, prose fiction, non-fiction and spoken discourse. This will involve teaching students to apply appropriate linguistic and literary frameworks to the interpretation and evaluation of texts, exploring how writers and speakers construct meaning through language, form, structure and context. The successful candidate will also support students in developing sophisticated comparative analysis, original narrative and non-fiction writing, and independent critical study, including the completion of coursework components.

A central aspect of the role will be preparing students for the demands of A Level assessment, ensuring that teaching is closely aligned with the relevant awarding body specifications, assessment objectives and examination requirements. The successful candidate will be expected to demonstrate a secure understanding of assessment criteria and the ability to develop students' extended analytical writing, accurate use of subject-specific terminology, critical evaluation and effective examination technique. Particular emphasis will be placed on ensuring that students can construct coherent, well-supported arguments and demonstrate independence and sophistication in their written responses.

The postholder will be expected to teach students across different stages of their A Level programmes, adapting delivery to reflect their prior attainment, academic development and individual learning needs. This will require the ability to stretch and challenge high-achieving students while providing appropriate academic support and intervention for those who require additional guidance. The successful candidate will promote high expectations, intellectual curiosity, independent reading and wider engagement with language, literature and contemporary debates.

As this is a maternity cover appointment, the successful candidate will play an important role in maintaining stability and consistency across both courses. They will be expected to work effectively with existing curriculum plans, schemes of work, assessment schedules and student progress information, ensuring that learners experience a smooth transition and that planned curriculum coverage and assessment deadlines are maintained. The ability to establish positive professional relationships quickly, manage competing curriculum demands and maintain momentum towards student achievement will be particularly important.

The role requires an individual who is passionate about English education and committed to supporting young people in achieving their academic potential and progressing successfully to higher education, apprenticeships or employment. The successful candidate will contribute to the ambitious academic culture of Central Saint Michael's Sixth Form by delivering engaging, challenging and inclusive learning experiences that develop students' confidence, communication skills, analytical abilities and readiness for future study.

The overarching purpose of the role is to ensure that students studying both A Level English qualifications receive consistently high-quality specialist teaching, make strong academic progress and are fully prepared for successful completion of their qualifications throughout the maternity cover period.

KEY DUTIES	
No	**Description of Duties**
1	Deliver specific programmes as directed by your line manager
2	Participate in curriculum development and planning
3	Maintain appropriate records for both academic and administrative purposes
4	Carry out administrative duties in accordance with the general policy framework of the college
5	Take responsibility of courses and course tutorship (which may include personal tutoring responsibilities).
6	Assume joint responsibility within course teams for quality of course delivery
7	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
8	Identify and develop materials suitable for teaching and learning purposes
9	Assist in the development of effective support systems for students on mainstream programmes
10	Support the expansion and development of the learning provision
11	Carry out academic duties in accordance with the general policy framework of the college
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Support fully at all times the colleges aim and objectives
14	Ensure a high level of confidentiality at all times
15	Undertake appropriate in-service training when required to do so

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures

- To comply with Central St Michaels Sixth Form College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

Candidates will be assessed for shortlist and interviewed against the following criteria.

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	Short listing criteria	**Essential**	**Desirable**
	1. Qualifications		
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification		X
	2. Experience		
2.1	Experience of excellent teaching and learning practice.	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Experience of delivering relevant qualifications	X	
2.4	Knowledge of key skills/functional skills	X	
2.5	Experience of internal verification/moderation	X	
	3. Skills/Abilities		
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
	4. Qualities		
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	

The Sandwell Colleges