JOB DESCRIPTION

Job Title:	**Lecturer in English**
Responsible to:	**Head of Section**
Department:	**Functional Skills**
Salary Grade:	**Qualified Lecturer Scale**

JOB ROLE

Deliver high quality, inspirational, teaching and access to learning in addition to undertaking associated tutorial duties.

Provide teaching and assessment opportunities in line with the relevant awarding body requirements to promote access to achievement.

Undertake a teaching load, which is in line with agreed contract. This will include marking entry-level assessments and contributing to the internal verification process.

Undertake the necessary administrative tasks required for the effective operation of programmes in the area; to include preparation of schemes of work and assessments.

Act as a course tutor with the responsibility for supporting learners in achieving their targets; to include tracking and reviewing student progress and maintenance of student records.

Contribute to the process of continuous improvement in the quality of teaching and learning and the students' overall experience at Sandwell College; to include attendance, retention, achievement, progression and value-added measures.

The post holder may be required to work with external agencies, college partners and local businesses and employers to contribute to meeting the diverse needs of learners.

KEY 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 including personal tutoring
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	
All employees of Sandwell College are required to:	
1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

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

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	A Level 3 qualification in English	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
1.3	English and Maths GCSE (or equivalent) at Grade C or above	✓	
2.	**Experience**		

2.1	Demonstrate experience of preparing and evaluating appropriate learning materials	✓	
2.2	Experience of embedding in key skills/functional skills	✓	
2.3	Experience in delivering and teaching ICT, Maths, English/key skills/functional skills across a broad range of levels	✓	
2.4	Experience of internal verification/moderation		✓
3.	**Skills/Abilities**	✓	
3.1	Be able to work as part of a team	✓	
3.2	Be able to present information to learners and colleagues using ILT	✓	
3.3	Good organisational, administrative and presentation skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire and motivate students	✓	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	✓	
Shortlisting Criteria		**Essential**	**Desirable**
4.1	Willingness to work within a team to implement strategic policy and work at other sites if required	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	✓	
4.3	Prepared to actively participate in new developments	✓	
4.4	Providing advice or guidance to students aged 16+ relating to their physical, emotional and or educational well-being	✓	