

Loughborough College Group

Job Description

1. Job Details

Job Title:	Lecturer in GCSE & Functional Skills English – Stephenson College
Department:	English & Maths
Reporting To:	Curriculum Head
Competency Level:	Teaching 2
Hay Grade:	G3/4
Salary:	£32,570 - £38,175 per annum
Date of Job Evaluation:	May 2018
Date:	October 2026

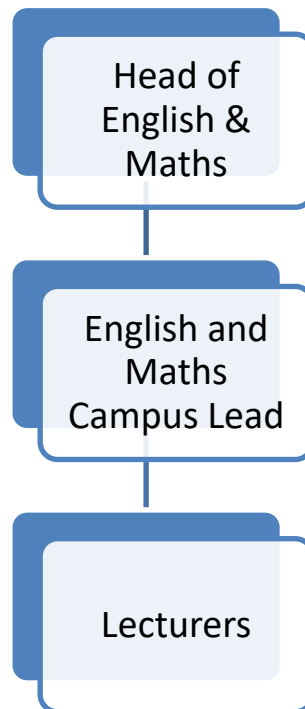
2. Job Purpose

To deliver inspiring teaching and learning across both GCSE and Functional Skills English qualifications to a range of learners.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job description Template	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To deliver high quality and challenging learning experiences for the delivery of GCSE and Functional Skills English
- Engage and uphold the English strategy for teaching, learning and assessment as supported by Curriculum Manager for English and the English teaching team
- To implement appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods
- To collaborate with staff in the development of excellent learning materials utilising a range of media
- To support the development and planning of teaching and learning including application of bespoke schemes of work amended for relevance to the curriculum area
- To prepare and plan innovative and effective lessons
- To comply with exam entry and student tracking, internal verification.
- To operate and comply with the College's administrative systems and quality assurance systems/ standards.

- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills, including whole maths team professional development and engagement with external stakeholders.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Apply effective differentiation and stretch and challenge techniques	Students achieve their academic goals
Monitor progress in lessons and disseminate learner progress with key staff	All students achieve to the best of their ability
Work alongside the college maths team to contribute to the development of assessments/assessment strategies and provide high quality feedback	Students are on track to achieve their target grades
Participate in moderation and internal verification to meet Quality standards	Awarding Organisation criteria are met and academic standards maintained
Participate in staff development opportunities	Teaching and learning strategies and methods are up to date and maintained to the highest standards

8. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Managers, Curriculum Staff, Administration Staff, Support Services Staff

External: Parents, key stakeholders, external awarding bodies.

9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

10. Scope for Impact

Not applicable.

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in a relevant subject area (or equivalent qualification)	•		Application/ Interview
2.	Possess a PGCE or equivalent teaching qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of teaching GCSE/FS English	•		Application
5.	Experience in a relevant vocational industry setting or academic background	•		Application/ Interview
6.	Experience of supporting and managing diverse groups of students including those with SEND	•		Interview
7.	Proven experience of motivating students to achieve excellent results	•		Interview
8.	Experience contextualising and embedding learning to meet specific learning needs	•		Interview
9.	Evidence of effective use of ICT/ILT in all aspects of work		•	Interview
10.	Experience of collaborating with teaching colleagues from other subject areas		•	Interview
SKILLS & KNOWLEDGE				
11.	Excellent teaching and learning skills	•		Interview
12.	Experience of active learning and assessment methods	•		Interview
13.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
14.	Work flexibly and to deadlines	•		Interview
15.	Excellent planning, administration and organisational skills	•		Interview
16.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
17.	Work autonomously and as a part of a cross-curricular team	•		Interview
18.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Work effectively with colleagues as part of team	•		Interview
21.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
22.	Comply with professional standards at work	•		Interview

23.	Show commitment to the improvement and maintenance of standards	•		Interview
24.	Promote the College's equal opportunities policy and practices	•		Interview
25.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in October 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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