JOB DESCRIPTION

Job Title	Lecturer in English
Salary Scale/Grade	Spinal Point 25 - 38
Responsible to	Curriculum Manager for English
Date of Job Description	September 2026

Purpose

We are seeking a passionate and resilient English Teacher to deliver GCSE English and Functional Skills to students on their study programmes, with SEN and adult students. You will plan and deliver engaging lessons that build literacy skills, confidence, and achievement while meeting a range of learning needs. The role requires strong behaviour management skills and the ability to support students with social, emotional, behavioural, and additional learning needs. Working closely with pastoral, SEND, and safeguarding teams, you will monitor progress, provide targeted interventions, and create a positive, inclusive environment where every learner can succeed.

Main Duties and Responsibilities:

- Providing constructive feedback and support to students to help them improve their skills and achieve learning outcomes
- Collaborating with colleagues on curriculum design, program development and quality assurance initiatives
- Represent COPC with the upmost professionalism with every interaction
- Handling of sensitive information with confidentiality and adherence to data protection regulations
- Foster a positive and inclusive environment that promotes diversity, equality and respect among all members of the college community.
- Strong behaviour management and classroom control
- Re-engagement of reluctant learners
- Contextualising English within vocational trades
- Building confidence and resilience in literacy
- Progress tracking and targeted intervention

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training

College Standards or expectances?

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

General

The job description is a current statement of the duties and tasks required of the post holder. Duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

City of Portsmouth College

PERSON SPECIFICATION

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Department	English
Salary Scale/Grade	Spinal Point 25 - 38

Criteria	**Description**	**Essential Desirable (E/D)**	**Assessed By Application Interview Test**
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Undergraduate Degree or equivalent in a relevant subject	E	A
	Evidence of commitment to ongoing professional updating and development (30hr per annum min)	D	A/I
Experience	Experience of teaching/ training and assessing in GCSE English Language	E	A/I
	Experience of working in the Post-16 sector	D	A/I
Skills, knowledge, and competencies	Ability to work well in teams but also to work independently with the minimum of supervision	E	I
	Ability to meet targets within set timescales	E	I
	Good verbal and written communication skills	E	I
	Motivated and able to motivate others	E	I
	Good administrative skills	E	I
	Effective interpersonal and presentation skills	E	I
	Understanding of safeguarding in the context of education	E	I
Personal characteristics	Professional approach to work and appearance	E	I
	Enthusiasm and drive	E	I
	Ability to work under pressure	E	I
	Commitment to excellence	E	I
	Flexible attitude in the way they perform the job	E	I

Other	Teaching Qualification (Successful candidate must be willing to undertake Teacher Education Training. Full support from the College will be given for this)	E	I
	Ability to travel between centres	E	I
	Commitment to operating in a healthy and safe environment	E	I
	Commitment to personal improvement	E	I
	Commitment to high professional and personal standards of work and of conduct	E	I
	A commitment to equality of opportunity and widening access to education for all	E	I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.