

**LIPA**  
**SIXTH FORM**  
**COLLEGE**

**Job Description**

<b>Job Title</b>	Teacher of English (0.2) Fixed Term
<b>Salary Scale</b>	Main/Upper Pay Range
<b>Programme Area</b>	GCSE English & Maths
<b>Responsible To</b>	Assistant Principal: Inclusion
<b>Responsible For</b>	n/a
<b>Number in Post</b>	1
<b>Date Drafted</b>	June 2025

**Job Purpose**

To teach English at GCSE level to any LIPA Sixth Form College student who has not previously achieved the qualification at grade 4 or above, with a view to enabling students to improve their grades at the earliest opportunity.

To contribute, as required by the Senior Leadership Team, to the range of services required across the LIPA Sixth Form College.

**Major Tasks**

1. Teaching
2. Management of Courses
3. Assessment
4. Quality Assurance
5. Student Recruitment, Induction and Tutorial Support
6. Common Duties

<b>Job Activities</b>
<b>Major Task 1 Teaching</b>
<ol style="list-style-type: none"> <li>1. To plan and teach Edexcel 1.0 GCSE English Language, and Functional Skills English, if required, dependent on the specific needs of the incoming cohort.</li> <li>2. To undertake organisational and administrative duties as required.</li> <li>3. To maintain own continuous professional development.</li> <li>4. To work as an exemplar for your students, leading by practice.</li> <li>5. To liaise closely with the SENDCO in relation to SEN students' progress, normal ways of working, and to ensure that exam arrangement adjustments are trialled in class and assessment sessions.</li> </ol>
<b>Major Task 2 Management of courses</b>
<ol style="list-style-type: none"> <li>1. To closely monitor all Key Performance Indicators for GCSE English Language (e.g., attendance, register completion, course results and progression).</li> <li>2. To ensure that the course scheme of work is kept fully up-to-date and adjusted where necessary.</li> <li>3. To ensure Level warnings are issued as appropriate.</li> </ol>
<b>Major Task 3 Assessment</b>
<ol style="list-style-type: none"> <li>1. To operate awarding body assessment and/or examination procedures to ensure full compliance with regulations are achieved.</li> <li>2. To provide students with prompt feedback and clear guidance to support their learning and the achievement of their individual targets.</li> </ol>
<b>Major Task 4 Quality Assurance</b>
<ol style="list-style-type: none"> <li>1. To work with the Management team to operate the LSFC's QA procedures at Subject Area level and participate in the QA cycle.</li> <li>2. To contribute to the production of all Subject Area quality reports and action plans.</li> <li>3. To ensure that schemes of work, lesson plans and individual learning plans in the programme area are completed to a high standard.</li> </ol>

### **Major Task 5 Student Recruitment, Induction and Tutorial Support**

1. To support the Marketing department in the production of publicity material and attend, when necessary, promotion and marketing events.
2. To represent the English department at open days.
3. To contribute to the preparation and operation of student induction.
4. To provide academic, pastoral and/or vocational support to individual students.

### **Major Task 6 Common Duties**

1. To work flexibly including contributing to College work projects of a general nature and providing cover for other staff;
2. To actively participate in individual appraisal and professional development as required;
3. To carry out duties at all times, with due regard to Equality and Diversity, Health and Safety and other College/MAT policies as agreed and revised from time to time;
4. To implement LSFC Child Protection & Safeguarding Policy and promote the welfare of students;
5. To undertake other duties from time to time, as deemed necessary and relevant by your line manager and which are within the remit and scope of your grade.

### **Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

### **Location:**

The job is initially located on the Sixth Form College's site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location with the Multi Academy Trust as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

This is a part-time fixed term role, 1 day out of 5 (0.2) and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. Lessons take place 9am - 4pm. The hours of work may be subject to change in circumstances where the needs of the service may evolve.

You shall be available for work for 195 days/39 weeks in any teaching year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties, as specified by the Principal of the Sixth Form College.

Some weekend working will, occasionally, be required for Open Days.

# LIPA SIXTH FORM COLLEGE

## Person Specification – Teacher of English (0.2)

		To be identified by:
<b>Education and Qualifications:</b>		
Relevant qualification at degree level or equivalent	Essential	Application Form/Certificates
Postgraduate qualification	Desirable	Application Form/Certificates
Further Education (QTLS) or Secondary Teaching Qualification (QTS)	Essential	Application Form/Certificates
<b>Experience:</b>		
Relevant experience within Further Education	Desirable	Application Form/Interview
Employed as an examiner for GCSE English	Desirable	Application Form
<b>Skills and Ability:</b>		
Excellent and fluent communication and organisation skills	Essential	Application Form/Presentation/Interview
Ability to work under pressure	Essential	Application Form/Interview
Computer Literate	Essential	Application Form/Interview
Capacity to problem solve in a collaborative setting	Essential	Application Form/Interview
Ability to remain outcome-focused	Essential	Application Form/Interview
<b>Expertise/Knowledge:</b>		

An understanding of current and developing career patterns within the performing arts	Desirable	Interview
Familiarity with the Further Education landscape, pedagogy, assessment strategies, Safeguarding and OFSTED procedures	Essential	Interview
Knowledge of the latest developments in teaching and learning	Desirable	Interview