

## LEEDS COLLEGE OF BUILDING

### JOB DESCRIPTION

POST: **CASUAL GCSE ENGLISH LANGUAGE LECTURER**

RESPONSIBLE TO: Head of English

RESPONSIBLE FOR: **Students as directed**

Main purpose of post: To undertake and deliver the English Language GCSE specification, teaching as directed together with the various duties associated with that role.

Responsibilities:

1. Deliver outstanding learning, using creative learning strategies that will inspire and engage students to reach their full potential.
2. Utilise a wide range of teaching and learning tools to create interesting and engaging learning opportunities.
3. Be a positive and inspirational role model for students, maintaining high standards of behaviour and performance, and providing high quality experiences to raise students' aspirations.
4. Champion our English strategy and embed the development of these in your teaching.
5. Ensure high levels of student satisfaction, attendance, retention and ultimately success.
6. Take responsibility for the progress and achievement of all students on your course.
7. Ensure effective and timely assessment of students to ensure that learning meets individual needs.
8. Mark and assess students' work following departmental policy, providing meaningful feedback that supports students to improve.
9. Develop engaging and differentiated resources to support and challenge all learners.
10. Maintain accurate class records and use student data to inform future planning.
11. Attend meetings as required including Parents' Evenings, vocational update meetings, case conferences etc.
12. Liaise with vocational staff, student services, individual learning support, parents and external agencies to help ensure that students make good or better progress.

13. To participate in the monitoring, review and evaluation of courses within the programme area in line with the College quality procedures.
14. To participate in the marketing activities of the College as required internally and externally.
15. To actively promote equality & diversity within the College Community and ensure that it is fully embedded within the curriculum together with ensuring that any issues/ concerns are appropriately addressed.
16. To ensure that the College Community is appropriately safeguarded in line with procedures.
17. Promote the fundamental British values of democracy; the rule of law; individual liberty; the mutual respect and tolerance of those with different faiths and beliefs.
18. To be aware of and abide by the college health and safety procedures and associated policies.
19. To proactively implement the College's policies and procedures.
20. To carry out such other duties as the Principal may from time to time reasonably direct.

**This job description will be reviewed annually as part of a process of performance review.**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.**

<b>Date: July 2019</b>	<b>Signature:</b>
<b>Issue No: 3</b>	<b>Ref: Jobdesc/FT Lect</b>

**LEEDS COLLEGE OF BUILDING**

**PERSONNEL SPECIFICATION**

**POST: CASUAL GCSE ENGLISH LANGUAGE LECTURER**

- Teacher or lecturer will possess demonstrable experience of delivering outstanding teaching and learning or relevant industry experience.
- Experience in successfully delivering GCSE English Language.
- Ability to inspire and engage students to achieve their full potential and a passion for teaching and learning.
- Organised with an ability to work towards challenging targets and manage time effectively.
- Educated to degree level in a relevant subject or hold a relevant occupational qualification in the subject area.
- Relevant teaching qualification or willingness to work towards one.
- A\*-C GCSE in Maths and English.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	<p>Relevant experience of teaching GCSE English to groups of learners.</p> <p>Knowledge of the 8700 GCSE English Language assessment criteria.</p> <p>Experience of working within an education setting.</p> <p>Experience of delivering learning to a range of learners and managing the classroom effectively.</p> <p>Experience of developing learning materials.</p> <p>Successful experience of delivering high quality provision.</p>	<p>Experience of teaching within FE.</p> <p>Knowledge of the AQA English Language GCSE specification.</p> <p>Good/Outstanding Teaching Observation Grade(s).</p> <p>Demonstrable evidence of successful External or Internal Inspection outcomes.</p> <p>Experience of standardisation, moderation and the quality assurance processes.</p> <p>Demonstrate successful achievement within teaching and learner outcomes, including retention, achievement, high grades and positive progress measure.</p>	Application form and interview
<b>EDUCATION &amp; TRAINING</b>	Appropriate degree or equivalent professional qualification.	Subject specialism in English/Literacy.	Application form and qualification certificates

	<p>A recognised teaching qualification.</p> <p>GCSE English and Maths (Grade A*-C) or equivalent Level 2 qualification.</p> <p>Minimum of Level 3 (or equivalent qualification) in English.</p> <p>Up to date Continuous Professional Development .</p>	Cert Ed, PGCE or equivalent.	
<b>SPECIALIST KNOWLEDGE &amp; SKILLS</b>	<p>A record of continued student or professional development.</p> <p>Highly developed literacy skills.</p> <p>Excellent presentation &amp; communication skills.</p> <p>Ability to contribute to curriculum development.</p> <p>Excellent organisational skills.</p> <p>Supportive ability to give clear and constructive feedback to students to guide learning.</p> <p>Understanding and knowledge of the academic and pastoral needs of learners.</p> <p>Strong resilience skills to support learner engagement and deal with, at times, resistant learners.</p> <p>Knowledge of a range of teaching methodologies.</p>	<p>Demonstrate the ability to teach within the full range of English delivery from Entry to GCSE English and above.</p> <p>Knowledge of learning disabilities &amp; / or difficulties.</p> <p>Knowledge of GCSE curriculum developments.</p> <p>Evidence of recent and up to date continuous professional development in English.</p> <p>Ability to implement strategies to improve attendance, retention, achievement, value added and success rates.</p> <p>Understanding of teaching and learning strategies.</p> <p>Ability to contribute to the IV process.</p>	<p>Application form and interview</p> <p>Micro-teaching session</p>
<b>ADDITIONAL FACTORS</b>	<p>Excellent verbal and written communication skills.</p> <p>Student-focussed ethos whereby everything is possible with hard work and support.</p> <p>Proven ability to interact effectively with all members of the college community (students, parents, staff and other stakeholders).</p>		<p>Application form and interview</p>

	<p>Ability to work as an active member of a team.</p> <p>Ability to use own initiative.</p> <p>Commitment to customer care.</p> <p>To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality &amp; diversity.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p>		
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*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Disability Discrimination Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*