

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **Lecturer in English**

RESPONSIBLE TO: Head of English & ESOL

RESPONSIBLE FOR: **Students as directed**

Main purpose of post: To deliver engaging and high quality English lessons to students studying GCSE English Language and/or Functional Skills at the college.

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

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.

Date:	Signature:
Issue No: 3	Ref: Jobdesc/FT Lect

PERSONNEL SPECIFICATION

POST/S: ENGLISH TEACHER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<p>Relevant experience of teaching GCSE English Language to groups of learners.</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 Functional Skills English and/or ESOL</p> <p>Experience of teaching within FE.</p> <p>Good/Outstanding Teaching Observation Grade(s).</p> <p>Experience of promoting literacy development in a wider context</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
EDUCATION & TRAINING	<p>Appropriate degree or equivalent professional qualification.</p> <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>	<p>Subject specialism in English/Literacy</p> <p>Cert Ed, PGCE or equivalent.</p>	Application form and qualification certificates

SPECIALIST KNOWLEDGE & SKILLS	<p>A record of continued student or professional development.</p> <p>Excellent presentation & 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 a range of English curriculum areas and levels.</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>Working knowledge and experience of learning disabilities and/or difficulties.</p> <p>Ability to contribute to the quality assurance process.</p>	<p>Application form and interview</p> <p>Micro-teaching session</p>
ADDITIONAL FACTORS	<p>Excellent verbal and written communication skills.</p> <p>Strong classroom management 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>Ability to work as an active member of a team.</p> <p>Ability to use own initiative.</p> <p>To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p>		<p>Application form and interview</p>

	<p>To uphold British Values, the college values and responsibilities with regard to equality & 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.