East Durham College

Job Description

Post Title: English Lecturer – GCSE and Functional Skills

Location: Flexible across college sites

Responsible to: Curriculum Director

Attendance Requirements: As per contract

Salary: Band B Scale

Main purpose: To work flexibly and efficiently to maintain the highest professional standards in the delivery of English programmes, up to level 2, to ensure that learners across the college develop language skills that are essential to their progression.

**Main duties:**

* To undertake formal scheduled teaching to include preparation and evaluation of delivery.
* To undertake course delivery and associated course development of assigned courses.
* To undertake the marking of student work and examinations and complete awarding body paperwork for courses delivered on.
* To effectively monitor leaner attendance and take appropriate actions to increase this, as necessary

* To take part in moderation of assessment as appropriate.
* To undertake the monitoring and controlling of an allocated areas of courses information and data, including exam entry, accuracy, liaising with the awarding body and schemes of work.
* To prepare learning materials and student assignments, including on line materials.

* To undertake interviews and offer information, advice and guidance to students.
* To participate in student visits and college promotional events.
* To participate in course review, self-assessment review and development as part of a course delivery team.
* To participate in appropriate team meetings/ cross college meetings for specified courses.
* To assist Programme Area Leader/Curriculum Director in the production of course review, self-assessment and quality improvement planning.
* To arrange work experience for learners where appropriate
* Play an active part in your own professional development and undertake continual professional development.
* To communicate professionally with both internal and external stakeholders.
* To fulfil duties in relation to college policies and procedures and quality assurance systems.
* To behave in a professional manner in line with the college values.
* Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.
* To promote and safeguard the welfare of children and vulnerable adults including actions to prevent radicalisation.
* To promote equality, diversity and inclusion themes in teaching, learning and assessment in line with the college’s commitment to EDI.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification**  |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training**
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| 1.1 | A teaching qualification | ✓ |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | Level 3 qualification in a relevant subject | ✓ |  | Application form |
| 1.4 | Degree in a relevant subject | ✓ |  | Application form |
| 1. **Experience**
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| 2.1 | Experience of successfully teaching English subject across a range of levels | ✓ |  | Application Form / Interview |
| 2.2 | Experience of delivery to a wide range of learners (14-19+) |  | ✓ | Application Form / Interview |
| 2.3 | Proven track record of delivering good and better teaching | ✓ |  | Application Form / Interview |
| 2.4 | Strong understanding of OFSTED framework for FE  | ✓ |  | Application Form / Interview |
| 2.5 | Experience of working with students with SEND | ✓ |  | Application Form / Interview |
| 1. **Skills and Knowledge:**
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| 3.1 | Knowledge of GCSE Eduqas English and Pearson Functional Skills specifications |  | ✓ | Application Form / Interview |
| 3.2 | Knowledge of awarding body policies and procedures | ✓ |  | Application Form / Interview |
| 3.3 | Ability to motivate and guide students to make substantial progress | ✓ |  | Application Form / Interview |
| 3.4 | Knowledge of safeguarding of children and vulnerable adults | ✓ |  | Application Form / Interview |
| 3.5 | Proficient with a range of educational software packages  | ✓ |  | Application Form |
| 3.6 | Practice that celebrates Equality, Diversity and Inclusion | ✓ |  | Application Form / Interview |
| 3.7 | Ability to manage own workload and meet deadlines | ✓ |  | Application Form / Interview |
| 3.8 | Ability to monitor and analyse data | ✓ |  | Application Form / Interview |
| 3.9 | Ability to work effectively as part of a team | ✓ |  | Application Form / Interview |
| 3.10 | Excellent communication and organisation skills | ✓ |  | Application Form / Interview |
| 1. **Attributes / Other Requirements:**
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| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). | ✓ |  | Application Form  |