

Job Description

Job Title:	Hourly Paid Lecturer in English
Responsible To:	Head of Maths and English
Line Management of other staff:	No
Location:	Colchester/Braintree
Salary:	Hourly Paid Rate £25.00-£27.27 depending on experience
Date of last review:	September 2024

Hours 0-25 hours per week

Purpose Statement:

To teach English within Colchester Institute and contribute to the related cross college quality assurance systems.

Main Duties & Responsibilities:

1	To conduct teaching/learning activities appropriate to the needs of individual learners, courses and the curriculum, keeping attendance records, managing assessments and maintaining student discipline.
2	To provide accurate and timely assessment and feedback to learners, and maintain assessment records, in line with College policy.
3	To contribute to the development of the curriculum and including creating specialist learning and teaching resources and sharing good practice
4	Record and monitor learner progress through individual learning plans and effective course management.
5	To participate in the cross-college quality assurance processes.
6	To actively promote the College's programmes, attend open evenings, applicant's evenings, careers events, school visits and similar marketing and publicity activities.
7	To develop and update personal professional expertise in the relevant subject areas.
8	To participate in the College's appraisal scheme.
9	To maintain and extend links with external organisations as appropriate.
10	Undertaking such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.
11	Work to promote and apply the College's Equality and Diversity Policy and Practices.
13	To develop and update personal professional expertise in the relevant areas.

14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Hourly Paid Lecturer in English

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of teaching English or supporting teaching ideally up to Level 2.		✓	A / I / P
Experience of working with a wide range of learners at different levels.	✓		A / I / P
An understanding of the educational issues relating to the development of English.	✓		A / I
An understanding of CPD issues relating to the development of English skills in line with the national agenda.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Demonstrate the ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner.		✓	I / P
Demonstrate the use of e-learning tools to support learning.		✓	I / P /
Excellent communication skills.	✓		A / I / P
Ability to take the initiative to problem solve.	✓		A / I / P
Proven organisational skills with a view to producing the necessary paperwork for all required quality processes and meet deadlines.		✓	A / I / P

Good general IT skills.		✓	A / I / P
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I / P
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I / P
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I / P
Ability to work flexibly to meet changing needs and work demands.	✓		A / I /
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach