



Post Title: English Lecturer

Responsible to: CAM of Maths & English

Status: Permanent, 0.6 FTE

Purpose of the job: An exciting opportunity has arisen for an inspiring and enthusiastic English lecturer to join the maths and English Department to deliver high quality teaching across the vocational areas of the college.

REASEHEATH COLLEGE MISSION

“Industry focused, career ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

- To deliver inspiring and inclusive teaching and learning in the classroom, enabling learners to succeed and progress.
- To integrate appropriate and engaging curriculum resources, including ICT into lessons
- To plan delivery so that schemes of work and lesson plans support progress, achievement and high expectations.
- To undertake ongoing, high quality formative and summative assessment of learners' work, both in class and through regular independent work, to monitor progress
- To ensure that learners succeed through regular progress reviews, monitoring of progress against target grades, recording of marks on college systems, monitoring of attendance and retention, taking action as appropriate.
- To initiate and respond to new curriculum developments and plan resources as appropriate
- To reflect on own practice, including teaching and learning, and review and implement ways in which learning experiences can be improved.
- To work as part of a team to achieve agreed outcomes and objectives, and contribute to departmental duties including some cover teaching when required.
- To attend all meetings of course teams and engage in staff development activities and administrative tasks as required by the CAM.
- To attend Open Evenings when required as a representative of the department and engage with learners professionally in a friendly and enthusiastic manner.
- To liaise with parents, attend parents' evenings and report progress

- To maintain safe working practices to meet the requirements of the college's Health and Safety and Safeguarding policies and procedures.
- To undertake any other departmental duties as required by the CAM.

PLEASE NOTE

Reaseheath is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.



Person Specification

Post Title: Programme Administrator for Maths and English

Knowledge & Skills

Qualifications required:

- Minimum Degree level qualification (not necessarily in an English-related subject) and /or professional qualifications.
- Level 2 English/Maths or equivalent
- Recognised Teaching Qualification

Desired Experience:

- Ideally holds recent experience of the FE / HE environment
- Ideally a proven track record of success in a similar teaching role
- Ideally experience of teaching English language or related subject
- Demonstrable evidence of Continuous Professional Development

Skills and aptitudes required:

- High level of inter-personal skills
- Strong IT skills
- Ability to work as an effective team member
- Planning and organisational skills
- Ability to build effective, professional working relationships with both students and colleagues

Desired personal qualities:

- A reflective practitioner
- An ability to motivate and engage and inspire learners
- An ability to work unsupervised and as part of a team
- Self-motivated with the ability to multi-task and prioritise workload