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| **Colchester Institute Job Description** |

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| Job Title: | *Course Leader in English* |
| Regulated Activity: | **Yes** |
| Responsible To: | ***Head of Maths and English*** |
| Line Management of other staff: | **No** |
| Location: | **Colchester** |
| Salary: | **Range L30-L37** |

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| Purpose Statement: |
| Undertake specified course leadership for English- primarily GCSE English Language. There is also an expectation of a full spectrum of teaching related activities. To perform other duties associated with the role of a Band 2 Lecturer. |

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| **Main Duties & Responsibilities:** | |
| **1** | To conduct teaching/learning activities appropriate to the needs of individual learners, courses and the curriculum, keeping attendance records and maintaining student discipline, co-ordinate and undertake marking of assessments as required. |
| **2** | Further education course leadership elements as associated with Band 2 Lecturer role, including related pastoral, administrative and curriculum development responsibilities as part of the Maths and English core team. |
| **3** | To work with managers to offer advice, support and guidance on delivery to lecturers on all aspects of English qualifications/specifications including using technology as a development tool and mentoring new staff where appropriate |
| **4** | To work as part of the leadership team to lead on curriculum developments including the embedding of English into the curriculum, and to lead and contribute to specialist project teams as necessary in Faculty or cross College matters and to disseminate information from such work to internal and external stakeholders. Lead on modelling best practice through the development of subject curricula to include Technology Enhanced Learning and innovative delivery methods |
| **5** | To work as part of the leadership team to lead to coordinate the process of standardisation and moderation of English qualifications/modules, teaching, learning and assessment including feeding back to tutors on quality issues, liaising with awarding bodies and carrying out the necessary administration to ensure successful outcomes. |
| **6** | To research and advise on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above to internal and external stakeholders. |
| **7** | To actively promote the College’s programmes, attend open evenings, parents’ evenings, careers events, school visits and similar marketing and publicity activities. |
| **8** | To develop and update personal professional expertise in the relevant areas. |
| **9** | Adhere to and promote the College’s Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices. |
| **10** | 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*

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| **Colchester Institute Person Specification** |

**Position: *Course Leader English***

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|  | Essential | Desirable | How is this assessed? |
| Qualifications | | |  |
| Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent | ✔ |  | A / I |
| 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 / I |
| Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course | ✔ |  | A / I |
| **Experience** | | |  |
| Experience of leading courses and/or curriculum development | ✔ |  | A / I |
| Effective and consistent high-quality relevant teaching experience and is able to teach across a range of courses | ✔ |  | A / I |
| Able to demonstrate experience of working with learners with a wide range of needs. | ✔ |  | A / I |
| Experience of leading continuous professional development |  | ✔ | A / I |
| Experience of learner recruitment | ✔ | ✔ | A / I |
| **Knowledge and Skills** | | |  |
| Proven ability to work as part of a team | ✔ |  | A / I |
| Good time management/organisational skills | ✔ |  | A / I |
| Evidence of training/CPD relating to the development & delivery of access programmes | ✔ |  | A / I |
| Excellent interpersonal, oral and written communication skills | ✔ |  | A / I |
| Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices | ✔ |  | A / I |
| **Personal Attributes** | | |  |
| A strong commitment to diversity, equity and inclusion | ✔ |  | A / I |
| Enjoys working collaboratively and seeking collaborative opportunities | ✔ |  | A / I |
| 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:

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| A | Application |
| I | Interview |
| P | Presentation/Micro-teach |
| T | Test |