

## **JOB DESCRIPTION**

**Job Title:** Lecturer – English

**Reports to:** Head of Department

### **Overall Responsibilities:**

- To prepare, deliver and assess English on a range of courses and levels.
- To support and guide students to achieve success and realise their potential.
- To manage students' learning and provide a high-quality learning experience.
- To contribute pro-actively to developments in the Centre in curriculum development and innovative teaching.
- To participate in marketing and promotion activities to support a range of programmes and learning opportunities.

### **Main Duties:**

1. To teach effectively on a range of programmes, levels and qualification types recognising and meeting students' individual needs.
2. To prepare schemes of work which are up to date and fully meet the requirements of awarding bodies.
3. To research, develop and effectively implement new learning materials in a variety of media to engage students in learning.
4. To assess students' work effectively to meet awarding body standards and carry out verification and moderation.
5. To monitor and record students' progress and take action to ensure students meet required standards and deadlines.
6. To carry out tutorials (both individual and group) to support individual students to realise their potential.
7. To prepare a variety of reports and maintain records on students' progress and performance.
8. To extend the students' learning experience through developing and implementing appropriate vocational opportunities e.g. links with companies, employers, work related opportunities.
9. To keep up to date with developments in subject specialism and share expertise with colleagues.
10. To ensure that learning environments are interesting and that learning experiences include diversity awareness and meet health and safety requirements.
11. To ensure that the behaviour of all students within and outside teaching areas meets the Student Code of Conduct.
12. To plan for, oversee and effectively incorporate into the learning experiences of students the work of tutors, teaching assistants and support assistants allocated to the session / class.

13. To complete accurately and to required deadlines a range of administrative tasks relating to students and courses, including registers, enrolments, withdrawals and transfers to meet funding requirements.
14. To participate in and contribute effectively to course team meetings.
15. To implement quality processes effectively and to deadlines for all teaching programmes including organising student focus groups, students' participation in surveys and contributing effectively to course reviews.
16. To take part in marketing and promotion activities including Open Days, parents' evenings, taster days and careers conventions.
17. To interview potential students to ensure entry requirements are met and carry out assessments.
18. To contribute effectively to curriculum development and to the development of new courses and programmes to meet funding priorities.
19. To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the area and in College.
20. To carry out effectively any other associated duties as requested by the Assistant Director or Executive Director.

#### **Additional duties for Cert Ed / PGCE or equivalent qualified Lecturers.**

- To lead curriculum development and organise the contribution of other members of teaching staff as appropriate.
- To be a designated tutor and provide student support.
- To act as a subject specialist mentor to new teaching staff as part of the induction process.
- To work effectively with Advanced Practitioners to contribute to innovation in teaching and learning.

#### **Statutory duties:**

- **Safeguarding**  
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity:**  
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety:**  
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development:**  
To participate proactively in training and development including qualification development required in the job role.

## PERSON SPECIFICATION

### Job Title: Lecturer – GCSE English

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Relevant degree and/or level 5 qualification in English</li> <li>• Certificate in Education/PGCE or equivalent or willingness to achieve</li> <li>• GCSE Maths and English (grades A – C) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Training</li> <li>• Equality and diversity training</li> <li>• ECDL or ITQ Level 2 or equivalent</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of teaching and assessing GCSE English courses</li> <li>• Knowledge of the current developments in own specialist area</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Evidence of understanding how to promote equality and diversity within the job role</li> <li>• Evidence of high performance in previous roles/jobs</li> <li>• Experience of working constructively to achieve team objectives and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing and implementing multimedia approaches to learning</li> <li>• Successful course leadership experience</li> <li>• Experience of mentoring teaching staff</li> <li>• Experience of working effectively in a customer focussed environment</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent classroom management</li> <li>• Ability to demonstrate excellent organisational skills and work effectively to deadlines</li> <li>• Ability to work in line with our Values of <ul style="list-style-type: none"> <li>Student Focus</li> <li>High Performance</li> <li>Respect, Openness, Honesty</li> </ul> and explain how this relates to the job role</li> <li>• Ability to achieve positive working relationships with staff cross-College</li> <li>• Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Moodle or similar confidently</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to demonstrate strong interpersonal and influencing skills at all levels</li> <li>• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times</li> <li>• Ability consistently to create a welcoming and supportive environment for students and/or customers</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> <li>• Ability consistently to support a high quality learning experience for all students</li> <li>• Ability to use Microsoft Office software confidently</li> <li>• Ability to complete administrative tasks accurately and within timescales</li> </ul>	
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• Willingness continuously to update skills and knowledge</li> <li>• Awareness of health and safety requirements relevant to the job</li> <li>• Ability to demonstrate commitment to own continuing professional development</li> <li>• Flexible approach to work and working times</li> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people and vulnerable adults</li> <li>• Willingness to work at all locations where Bedford College provide a service</li> </ul>	

	<ul style="list-style-type: none"><li>• Current driving licence and access to a vehicle</li></ul>	
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