

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Lecturer in English</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Area Head of Maths and English</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>£28,102 - £30,702 per annum</b>

### **Purpose Statement:**

**To teach – primarily GCSE - within both practical and theoretical environments. Develop support and behaviour plans for students with additional needs. Work with additional tuition groups.**

### **Main Duties & Responsibilities:**

<b>1</b>	To contribute to the preparation of comprehensive schemes of work/learning Materials.
<b>2</b>	To plan and conduct effective teaching appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining the correct behaviours for learning, to support students in achieving their planned qualification, improving their literacy and numeracy and attaining their planned destinations.
<b>3</b>	To undertake a teaching role and participate in continuous professional development of teaching and learning.
<b>4</b>	To set, mark and record relevant coursework and assessments.
<b>5</b>	To track and monitor learner progress throughout the programme, provide feedback to managers, learners, parents, carers and employers.
<b>6</b>	To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.
<b>7</b>	To contribute to the work of subject and programme teams (with particular focus on developing strategies and techniques to support learners with additional needs) and in some cases to take leadership of a course with few students, committees and boards, as appropriate.
<b>8</b>	To, at all times, maintain high expectations of learners' work, commitment, and behaviour, taking action to ensure the highest of standards are met for all students.

9	To evaluate continuously and improve the quality of learning and teaching within your sessions utilising and engaging with the college's staff development, observation programmes and performance reviews.
10	To complete all associated administrative paperwork and duties accurately and timely, including to meet quality, funding and audit standards.
11	To contribute to the development of curricula and specialist facilities within the area in particular relating to assistive technology.
12	To actively promote the College's programmes, attend open evenings, parents' evenings, careers events, school visits and similar marketing and publicity activities.
13	To develop, maintain and extend links with external organisations as appropriate.
14	To develop and update personal professional expertise in the relevant areas.
15	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
16	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*

## Colchester Institute Person Specification

### Position: Lecturer in English

	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
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
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course		✓	A / I
Assessor/Verifier Awards		✓	A
<b>Experience</b>			
Evidence of well-planned and effective delivery of differentiated learning	✓		I / P
Experience of developing effective learning and assessment materials	✓		I / P
Teaching or training experience in curriculum area with high levels of success		✓	A
Relevant industry experience and/or an expert in subject area		✓	A
Experience with Level 2 & 3 course delivery		✓	A
<b>Knowledge and Skills</b>			
Excellent interpersonal, oral and written communication skills	✓		I / P
Ability to develop ideas and new, student-centred approaches responding to individual learning styles	✓		A / I
E-Literate and able to effectively utilise IT in the classroom, including social networking, Virtual Learning Environments (VLE) and e-tutoring	✓		I

Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I
Ability to successfully monitor student achievement and attendance		✓	A / I
<b>Personal Attributes</b>			
A strong commitment to diversity, equity and inclusion	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I
High commitment to teaching young people and the ability to stretch and inspire them during learning	✓		I

KEY:

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