**Job Description:**

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| **Post:** | ***Functional Skills English lecturer*** |
| **Salary Grade:** | *Grade 5 (pro rata depending on experience and qualifications)*  |
| **Responsible to:** | *Head of Faculty* |
| **Responsible for:** | *N/A* |

**Key Purpose:**

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| **1** | To support outstanding achievement, retention, success and progression of students on Functional Skills English programmes through ensuring good quality teaching, learning and assessment are in place. |
| **2** | To be a key member of the Functional Skills English department, supporting the Head of Faculty and Programme Leader for English & Maths as necessary. |
| **3** | To teach on a range of English classes across the provision to include 14-16 & 16-19. |

**Key Responsibilities and Accountabilities:**

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| **A** | To plan effectively and deliver high quality teaching, learning, assessment and support, leading to excellent attendance, retention and achievement. |
| **B** | To deliver formal scheduled teaching duties, tutorials (as appropriate) and student assessment. |
| **C** | To attend monthly/termly meetings (to include the sharing of good practice and resources with other colleagues) or as otherwise instructed  |
| **D** | To record, share and regularly monitor student progress using College information systems. |
| **E** | To prepare learning plans schemes of work, keep relevant records and undertake all administration relevant to teaching duties. |
| **F** | To attend parents’ evenings, marketing and promotional events as required. |
| **G** | To participate in student reviews, interviews, reference writing, and the setting and marking of assessed work. |
| **H** | To set and mark internal examinations and moderate subjects/modules as appropriate. |
| **I** | To deliver effective student guidance and participate in the course evaluation processes. Carry out the processes involved in completing student learning agreements. |
| **J** | To undertake relevant continuous Professional Development, maintain effective learning and attend appropriate training as required  |
| **K** | To contribute to the College’s Assessment Review process as appropriate and engage in Quality Improvement procedures |
| **L** | To proactively engage in the College’s lesson observation procedures and practices |
| **M** | You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Adhere to all College policies and procedures.  |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.  |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i | Degree in relevant subject. |  | D |
| ii | Certificate in Education/PGCE or equivalent. | E\* |  |
| iii | Level 4 / 5 Subject Specialist in Maths/English |  | D |
| iv | GCSE grade A/9 to C/4 English and Maths/English | E |  |
| v | D32/D33/D34/A1/V1 Assessor and Verifier Award or TAQA qualifications |  | D |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| vi | High level of specialist knowledge of Functional Skills - English | E |  |
| vii | Proven track record of personal recent teaching success shown by high student achievement  | E |  |
| viii | Evidence of carrying out initial and diagnostic assessment of Skills for Life students. |  |  |
| ix | Ability to teach 14-16 & 16-19 year olds | E |  |
| x | At least 2 years’ experience in teaching Functional Skills to full-time or part-time students. | E |  |
| xi | Ability to offer successful pastoral support to cohort teaching group.  | E |  |
| xii | Confident and creative in the use of IT to promote and enhance learning. | E |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| xiii | Excellent communication skills. | E |  |
| xiv | Sound understanding of and commitment to safeguarding and equality and diversity in the context of education. | E |  |
| xv | A passion for both your subject and for student success. | E |  |
| xvi | A flexible and proactive approach; and an ability to react quickly to changes in circumstances and environment. | E |  |
| xvii | Self-motivated with the ability to be inspirational, innovative and display initiative. | E |  |
| xviii | Ability to multi task and cope with a demanding work schedule. | E |  |

\*Please note that Qualified Teacher Status (QTS) is not deemed essential to the job description at point of entry to the role. The College does require all lecturers ultimately to have QTS. Therefore all lecturers appointed without QTS will be required to be enrolled on a route to achieving QTS within the first year.