

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in English
<b>Department:</b>	English and Maths
<b>Reports to:</b>	Head of English and Maths
<b>Grade:</b>	Lecturers Scale
<b>Location:</b>	Cross Campus

### Key Purpose:

To teach English GCSE and Functional skills throughout the College. The post holder will improve lives through, education, training, skills and development, fostering social and economic success, in line with the College's overall mission.

### Main Duties and Responsibilities:

- To teach English and contribute to the teaching of GCSE and Functional skills contributing to curriculum development of the English courses.
- To be a tutor to full or part-time students.
- To promote and safeguard the wellbeing of children and vulnerable adults that s/he is responsible for or comes into contact with.
- To take an active part in the recruitment, interviewing, selection and counselling of students.
- To co-ordinate a range of cross Departmental functions including co-ordination of two or more courses (if required)
- To assist where appropriate, with the establishment and monitoring of student work placements.
- To complete administrative tasks and keep accurate and complete records of attendance of students, schemes of work and course outlines, marking schemes and in-course assessments and to make these available as required.
- To be an active member of relevant course-teams or other groups and to attend course teams and other meetings.
- To take an active part in curriculum development for specific courses and, where appropriate, across the department.
- To participate in and contribute to course evaluation and review.
- To take a full part in the general life of the college including attending relevant meetings and participating in the work of cross college committees.

- To participate in appropriate staff development activities.
- To actively promote the policies of the college with regard to equal opportunities with particular reference to race, gender, class, sexual orientation and disability.
- To actively promote and market the college in a positive way especially in the local community.
- To ensure quality systems are monitored in co-ordination with the Curriculum Manager.
- To undertake any other duties reasonably falling within the purview of the post.
- Liaising with the appropriate awarding bodies to ensure that the criteria for course approval are being met and implemented.
- Carrying out effective evaluation of courses.
- Carryout all risk assessments relevant to practical activities in line with H&S procedures.

### **Method of Working**

The College expects all members of staff to work effectively as part of a team, or teams, supporting staff and students, improving lives through, education, training, skills and development and fostering social and economic success, in line with the College's overall mission.

### **Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Ealing, Hammersmith & West London College staff. It is a prime objective therefore, that all staff will at all times project to the public the image of the College as being keen to assist wherever possible, and committed to the highest standards of delivery and service.

### **Equality and Diversity**

West London College regards the promotion, embedding and effective implementation of the College Equality and Diversity Policy as a shared fundamental responsibility for all colleagues.

### **Safeguarding**

West London College is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults and expects all staff to share this commitment at work.

## PERSON SPECIFICATION

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<b>Grade</b>	Lecturer Scale

<b>A = Application Form C = Certificate I = Interview</b>	<b>P = Practical Assessment R = References T = Test</b>	<b>Essential or Desirable (E or D)</b>	<b>Method of Assessment</b>
<b>Approach/Values</b>			
The ability to adopt an <b>Ambitious</b> approach – using <b>Innovation</b> and creativity to realise the College's vision		E	A, I
A demonstrable track record of accepting <b>Accountability</b> and taking responsibility for outcomes		E	A, I
A commitment to <b>Inclusion</b> – demonstrating an open, welcoming and supportive attitude to Colleagues and Students		E	A, I
The ability to act with <b>Integrity</b> –displaying a fair, open and honest and accountable		E	A, I
Commitment to the safeguarding of all students in the College and in the workplace		E	A, I
Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery		E	A, I
<b>Experience</b>			
Demonstrable and successful experience of teaching English GCSE and Functionals Skills		E	A, I
Experience of teaching English with positive outcomes for students		D	A, I
Examples of having monitored and evaluated course quality on an ongoing basis leading to continuous improvement		E	A, I
<b>Education</b>			
A level of Maths & English Qualifications relevant to the post (Level 3 minimum)		E	A, I, C
A relevant first degree or a professional qualification in Teaching and the English language		E	A, I, C
A level 4 teaching qualification (e.g. Cert Ed, PGCE) or the willingness to achieve one in line with statutory requirements		E	A, I, C
Evidence of continuous professional development		E	A
<b>Skills &amp; Abilities</b>			
Appropriate current knowledge and skills related to the area of teaching required and a willingness to keep up to date		E	A, I
A demonstrable ability to use inspiring teaching methods, produce engaging teaching materials and maintain up-to-date schemes of work		E	A, I
Ability to conduct relevant practical activities in line with current health & safety regulation and carry out appropriate risk assessments		E	A, I

The ability to undertake the interviewing, enrolment and tutoring of students, ensuring student and course compatible	E	A, I
Administration and organisational skills including extensive use of basic desktop software applications	E	A, I
The ability to contribute effectively to, and enhance the achievements, of a team	E	A, I
The ability to relate to and motivate students from a variety of backgrounds and ages, and to employ effective teaching strategies tailored to that diversity	E	A, I

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