



Job Description Lecturer Community Interpreting

Job Title	Community Interpreting Lecturer
Department	ESOL and Community Education
Reports to	Assistant Director of ESOL and Community Education
Location	One of the College centres, as appropriate to areas of responsibility of the post

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”



College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person’s list check.

Job Purpose



To teach on the Community Interpreting programme at Levels 1 and 2 and potentially Level 3.

The role is mainly to teach on the Community Interpreting courses and to ensure that the exam processes are correctly adhered to. This role may require teaching on other Community Learning programmes such as ESOL, employability or Digital at lower levels so a willingness to be flexible is needed.

Key duties and responsibilities

Teaching, Learning and Assessment

1. To model best practice in teaching and learning for the Community Interpreting courses
2. To ensure all external and internal verification and assessment policies and procedures are complied with.
3. To ensure students are appropriately registered for qualifications and that all awarding regulations for the delivery of assessment are effectively carried out
4. To complete and monitor online tracking systems to ensure all students are progressing effectively

General

5. To maintain the highest standards of professional behaviour at all times (including compliance with the staff code of conduct), and a positive and customer focused approach.
6. To promote the best image, reputation and interests of the College at all times, and in all circumstances.
7. To act at all times in full compliance with any relevant statutory requirements and all College policies, rules, and regulations.
8. To partake in any duty or other rota as required.
9. To carry out such other duties consistent with the professional status of this post at the direction of your line manager, a member of the faculty directorate or member of the College Executive
10. Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded throughout the Curriculum School and the College.

Suitable broadband connection/speed at home is essential to assist with teaching remotely if required

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.



Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The salary structure includes progression within the published grades, subject to service, funding, and performance.

Person specification: Head of School

Qualifications:

- To hold qualifications in English and maths at GCSE grade c/4 or above or a Functional Skills Qualification in English and maths at Level 2
- To be experienced and in teaching the Community Interpreting Qualification up to and including Level 2. Experience at Level 3 and above would be an advantage.
- To have a teaching qualification
- To hold an assessor and verifier qualification (desirable)

Experience:

1. A track record of teaching Community Interpreting or substantial experience of Interpreting(formally or informally)
2. Experience of teaching ESOL would be an added advantage
3. An understanding of the FE (Further Education) sector and the administrative demands required to ensure the student success

Skills & abilities

4. Ability to maintain accurate record-keeping, tracking and monitoring
5. High levels of competency in use of online systems and suite of MS Office systems including MS Teams.
6. Good interpersonal skills to deal with a wide range of internal and external audiences.
7. Accurate writing and spoken communication skills.
8. Passionate advocate of safeguarding, Equality, Diversity, and Inclusion.