

NEWHAM COLLEGE LONDON

Job Description

Job Title	English Lecturer
Department	English
Reports to	Assistant Director
Location	East Ham Campus / Stratford Campus

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.

NEWHAM COLLEGE LONDON

Job Purpose

To teach and assess on a range of courses within the subject area and act as a course tutor to groups of students. To carry out all associated duties in line with the School Quality Improvement; Key Performance Indicators and College strategic priorities and the College Teaching, Learning and Assessment standards.

In addition, the post is required to take on an additional area of responsibility within the school from the list included in this job description at course team leader level if appointed at this grade. The responsibility will be reviewed each year as part of the performance development review (PDR) process.

Key Duties and Responsibilities

Teaching, Learning & Assessment

1. To plan and deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
2. To implement curriculum and course development and curriculum delivery within the area of work.
3. To develop schemes of learning and work (SOLW) /materials in line with course aims, objectives, mode of assessment and accreditation.
4. To contribute effectively to teamwork in course delivery across programmes as necessary, including group tutorials for those on study programmes.
5. To work within the course team to review the course and participate in the College quality assurance cycle and to complete course reviews and action plans.
6. To attend regular course team meetings and to offer and provide support to team members.
7. To be involved with course moderation/verification of assessed work.

Supporting Students

8. To interview students and to take part in enrolment, open days, marketing events, parents' evenings and induction onto programmes in year.
9. To act as a Course Tutor for at least one group of students. To meet students regularly on an individual basis to discuss academic progress and to support students in their choice of progression routes.
10. To deal with those students who are not performing to required standards in line with College procedures for at risk and intervention including formal meetings.
11. To identify students requiring extra support and refer them to Additional Learner Support and plan for inclusive approaches in class delivery as appropriately against EHCP and support plans.
12. To maintain high standards of student conduct by monitoring and supporting positive behaviours
13. To liaise with parents/carers and external agencies as appropriate to provide pastoral care.
14. To assist where appropriate, with the establishment and monitoring of student work placements.

Course Management and administration

NEWHAM COLLEGE LONDON

14. To keep accurate and updated course and student records, including registers, reports, including student assessment and achievement, learner intended and actual destination information.
15. To provide accurate course and student information as required by the College including contribution to local self-assessment and quality improvement action plans.
16. To monitor student attendance and timekeeping by ensuring that registers are completed daily.
17. To complete termly reports on students' progress and to write references as required to support positive onward progression.

General

18. To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College's Safeguarding Policy
19. To be involved in College staff development and training schemes and participate in PDR procedures within the School
20. To adhere to the College's Single Equality Scheme with respect to staff and students and champion inclusion in all practices
21. To comply with and implement the College's Health and Safety policy
22. To undertake any other reasonable duties and responsibilities as may be 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.

The work may be carried out in the post described in any of the College's centres.

Person Specification

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 qualified to at least Level 4 in the relevant subject area specialism
- To hold an assessor qualification and/or preliminary teaching qualification, such as CELTA, ATL. Candidates who do not hold a full teaching qualification will, as a condition of employment, be required to obtain a qualification, at least at Level 5, within 2 years of commencing employment
- Lecturers in English (English/ESOL) and mathematics – hold or be willing to work towards an ADTLLS/DTLLS or equivalent subject specialism within 2 years

Person Specification

NEWHAM COLLEGE LONDON

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 qualified to at least Level 4 in the relevant subject area specialism
- To hold a full teaching qualification, for example, PGCE, Cert Ed or DTLLS.
- Lecturers in English (English/ESOL) and mathematics – hold or be willing to work towards an ADTLLS/DTLLS or equivalent subject specialism
- Course Team Leader to hold an approved Internal Quality Assurance (desirable)

Experience & knowledge:

- Relevant and recent industry experience
- Successful experience of designing and delivering learning in relevant teaching/vocational areas
- Successful teaching/training experience with young people/adults, within the specified curriculum area.
- Track record of quality assurance/improvement contributions and leadership
- Demonstrable knowledge of incorporating Equality and Diversity & British Values, alongside employability skills within the curriculum.
- Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.
- An understanding of health and safety requirements of a working environment.

Abilities and Skills:

- The ability to deliver excellence in teaching, learning and assessment
- Ability to embed English, Mathematics, and “soft” employability skills & work behaviours in vocational classes
- Ability to relate to and motivate students from a variety of backgrounds and ages, and to employ effective and engaging teaching and learning strategies
- IT Skills: use of Microsoft packages, interactive white boards, MS Teams, SharePoint, VLE and online tracking & recording
- Good standard of written/verbal communication skills
- Good interpersonal skills working with colleagues, students, parents and external agencies
- Ability to increase recruitment, retention and achievement whilst maintaining quality standards.
- Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in vocational area and general pedagogy

Other:

- A satisfactory DBS disclosure at Enhanced level.
- Demonstrable commitment to the College’s vision and values.