

## JOB DESCRIPTION

POST TITLE	:	Lecturer in Functional Skills English
SALARY	:	Up to £38,147
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm, Monday 2 December 2024
INTERVIEW DATE	:	Tuesday 10 December 2024

### **Main Purpose of the Post**

To promote and provide an excellent learning experience which ensures high achievement for all students.

### **Main Responsibilities**

- 1) To teach effectively on a range of programmes across the College Curriculum.
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to college and divisional teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To teach, relevant to subject specialism, up to 832 hours per year.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time
- 12) To carry out such other duties as the Principal may reasonably request.

# PERSON SPECIFICATION

**POST:** Lecturer in Functional Skills English

**DIVISION:** Maths and English

<b><u>QUALIFICATIONS</u></b>		<b>Essential (E) Desirable (D)</b>	<b>To be identified by:</b>
1	Degree or equivalent level qualification in a relevant discipline	E	Application Form/ Interview
2	Possess a recognised teaching qualification	D	Application Form/ Interview
3	Higher degree or equivalent level qualification in a relevant discipline	D	Application Form/ Interview
<b><u>KNOWLEDGE</u></b>			
1	Knowledge of current Functional Skills English specifications	E	Application Form/ Interview
2	Knowledge of current GCSE English specifications	D	Application Form/ Interview
3	Knowledge of current issues in Further Education relating to the curriculum area	E	Application Form/ Interview
4	Awareness of Safeguarding legislation	D	Application Form/ Interview
<b><u>EXPERIENCE</u></b>			
1	To demonstrate a record of high rates of student retention and achievement	D	Application Form/ Interview
2	Ability to display excellent teaching skills	E	Interview
<b><u>PERSONAL</u></b>			
1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the Classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview



4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

### **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application Form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*