

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in GCSE/Functional Skills English	Post Number:	LC1219P
Daily Supervision:	Curriculum Lead for English	Grade:	Lecturer 1-5
Department:	English & Maths	Last Updated:	May 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide the highest quality educational experience in English programmes using curriculum knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment or higher education.

To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for studying English.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to delivering learning, assessment and teaching across English programmes – with a specific focus on (but not limited to):
 - GCSE English Higher/Foundation tier
 - Functional Skills English Entry Level 1 - Level 2
2. To contribute to the development of specialist courses, helping to maximise success rates and raise recruitment.
3. To support student progress through tuition, assessment and guidance.
4. To complete and maintain student individual learning plans and other records connected to learning and progression.
5. To carry out the role of progress coach and programme coordinator as required.
6. To assist with the operation and commercial development of the School.
7. To contribute to the process of programme marketing and the recruitment and selection of students.
8. To liaise and provide advice and guidance for curriculum teams as appropriate
9. To assist with the operational and commercial development of the School.
10. To liaise with schools, parents, universities and/or employers as appropriate, to optimise student progression.
11. To contribute to the continued professional development of staff as part of the Learning, Assessment and Teaching Strategy.
12. To participate in any cross-college/working party groups as from time to time may be established.
13. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Level 3 qualification in English or related subject	A/I
2	Honours degree in English or related subject	A/I
3	A recognised teaching qualification at Level 4 or above, or a willingness to undertake such a teaching qualification within 2 years of commencing employment (4 years for fractional posts).	A/I
4	Specialist qualification in teaching literacy	A/I
5	GCSE (or equivalent) in English and Maths	A/I

	Skills/Abilities – Interpersonal	PSM
6	The ability to teach and manage learning across a range of English programmes from Entry Level to Level 2	A/I/T
7	The ability to communicate effectively to a wide range of people	A/I/T
8	Good presentation skills	A/I/T
9	The ability to respond to individual learning needs	A/I/T
10	The ability to work in a non-discriminatory manner	A/I/T

	Experience	PSM
11	Proven competence of teaching on English programmes	A/I
12	Experience of teaching 16-18 year olds and adults	A/I
13	Delivery of both classroom-based and remote learning	A/I
14	Intervention through target setting and personalised learning	A/I
15	Involvement in community outreach activities, partnerships with local organisations, or initiatives to promote education and skills development within the wider community.	A/I

	Work Related Circumstances	PSM
16	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
17	Good organisational/planning skills	A/I/T
18	Appropriate level of IT skills to undertake relevant duties i.e. Teams, Excel, Word and PowerPoint or the willingness and ability to undertake relevant training to support online delivery i.e. Canvas, Century etc	A/I
19	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
20	Demonstrate a commitment to ongoing professional development and staying updated with developments in teaching practices, educational policies, and subject knowledge.	A/I
21	Ability to work collaboratively with colleagues, contribute to team meetings, and participate in departmental initiatives and activities.	A/I

Prepared By:	Assistant Principal – English, Maths, ESOL & Supported Education
Date:	May 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test