

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Modern Foreign Languages	Post Number:	LC1341P
Daily Supervision:	Curriculum Lead for A-Levels	Grade:	Lecturer Scale 1 - 5
Department:	Study Programmes	Last Updated:	January 2025

Our Purpose:

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

Our Mindset:



Job Purpose:

To teach Modern Foreign Languages (a two-language or three-language combination across French, German, Spanish) at AS-level and A-Level and other related subjects on a range of courses and levels, as required.

To co-ordinate programmes and be a personal tutor to a number of students.

This post is based at Lincoln College, but will involve some delivery at the Air and Space Institute in Newark.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach Modern Foreign Languages (a two-language or three-language combination across French, German, Spanish) at AS-level and A-Level and other related subjects on a range of courses at Level 3.
2. To support student learning through tuition, assessment and guidance.
3. To manage courses, including Awarding Body requirements.
4. To carry out the role of Progress Coach as required.
5. To contribute to the development of current and new courses.
6. To assist with the operation and development of the school.
7. To contribute to the marketing of programmes and the selection and recruitment of students.
8. To liaise with parents, schools, employers and higher education providers as appropriate.
9. To liaise with Awarding Bodies and external verifiers.
10. To carry out internal verification as required.
11. To participate in any cross-college working party groups as from time to time may be established
12. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
13. 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.
14. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
15. To develop and maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. 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	Honours degree in related subject	A
2	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
3	A working knowledge of A level and/or Level 3 programmes	A/I

Skills/Abilities – Interpersonal		PSM
4	The ability to teach and manage learning across a range of abilities	A/I/T
5	The ability to communicate effectively to a wide range of people	A/I
6	Good presentation skills	A/I/T
7	The ability to respond to individual learning needs	A/I
8	The ability to work in a non-discriminatory manner	A/I

Experience		PSM
9	Proven competence of teaching in a related subject	A/I
10	Personal tutorship experience	A/I

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

Skills/Abilities - Other		PSM
12	Good organisational and planning skills	A/I
13	Appropriate IT skills	A/I
14	Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults	A/I

Prepared By:	Assistant Principal for Study Programmes
Date:	January 2025

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

