

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in English	Post Number:	LC1358P
Daily Supervision:	Curriculum Lead – Access to Higher Education and Business	Grade:	Lecturer 1-5
Department:	Access to HE	Last Updated:	May 2025

Our Purpose:

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

Our Mindset:



Job Purpose:

To teach English Literature and related subjects on a range of courses including Access to University Humanities pathways and A Level English Literature/Language.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach English, primarily literature 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 Personal Tutor 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 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.
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 quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. 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 Level 3 and HE programmes	A/I

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

	Experience	PSM
11	Proven competence of teaching in a related subject	A/I
12	Experience of providing pastoral support	A/I

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

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

Prepared By:	Kimberly Mee
Date:	May 2025

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

