

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	Hourly Paid Lecturer in ESOL
Contract:	HPL
Reporting to:	Curriculum Manager
Salary:	£24.71 (Holiday excluded) Unqualified £26.78 (Holiday excluded) Qualified

Key Purpose

To teach classes listed in your Contract(s) and to undertake related professional duties.

1. To teach and assess students.
2. To carry out related professional duties.
3. To undertake general and corporate duties.

Main Duties and Responsibilities

Teaching and assessment

- 1.1 To teach the classes listed in your Contract(s).
- 1.2 To prepare schemes of work and lesson plans
- 1.3 To contribute learning materials and assignments to the collective learning resources of the College.
- 1.4 To undertake detailed assessment, and maintain attendance, destination and other records as required.
- 1.5 To participate in the College's quality assurance procedures as directed.
- 1.6 To contribute to the action planning of students and provide interim and end of year reports as requested.
- 1.7 To participate in team meetings and staff training and development as required

Other Duties and Responsibilities

- 2.1 To participate in subject and course team meetings and reviews, for which additional payment may be made at a non-contract rate of pay.
- 2.2 To provide statistics as requested.
- 2.3 To ensure the requirements of external agencies such as examination and validation bodies are met.

General

- 3.1 Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.
- 3.2 Participates in College programmes of staff appraisal and continuing professional development.
- 3.3 To operate at all times in line with the College's values and behaviours.
- 3.4 Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Possess or be actively studying for a teaching qualification or equivalent at minimum	X	
	Possess a Level 2 qualification in English and Maths or CELTA a willingness to achieve within a specified period	X	
		X	
Knowledge / Experience	Experience of teaching on a range of courses.	X	
	Relevant vocational experience.	X	
	Pastoral or equivalent experience and understanding to support the broad needs of students.	X	
	Understanding and experience of curriculum development and innovation and developments in contemporary education.	X	
	Understanding of relevant Health and Safety requirements.	X	
Skills / Abilities	Ability to work as part of a team.	X	
	Ability to work on own initiative.	X	
	Organisational and administrative skills.	X	
	Communication skills.	X	
Safeguarding Young People and Vulnerable Adults	Motivation to work with children/young people/Vulnerable adults	X	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults	X	
	An understanding of and commitment to safeguarding young people and vulnerable adults.	X	
Other Factors / Additional Requirements	An understanding of and commitment to equality of opportunity	X	