



## City and Islington College Job Description and Person Specification

---

<b>Post:</b>	Curriculum Leader CLL - 16-18 ESOL and Teacher Training
<b>Contract:</b>	Full Time, Fixed Term – Maternity Cover
<b>Hours:</b>	35
<b>Reporting to:</b>	Head of School for ESOL and Teacher Training
<b>Responsible for:</b>	Academic teaching staff
<b>Grade:</b>	Leadership and Management
<b>Salary:</b>	£44,897 per annum

---

### Key Purpose

- To ensure the effective development and delivery of the ESOL (16-18) and Teacher Training curriculum within the School of ESOL and Teacher Training
- To line manage academic staff fostering creativity and innovation, to support the team to continually develop the curriculum area and to ensure that all policies and procedures are adhered to as set down by the College Group
- Ensure effective and high quality standards through the control and continuous improvement of all aspects of the work and responsibilities attached to this post, that includes lesson and tutorial observations, standardisation and moderation, self-assessment reports and quality improvement plans
- To monitor performance targets (e.g. recruitment, attendance, retention and achievement targets for learners) taking action, as necessary, to address under performance to meet the Group College's strategic and operational targets
- To be responsible for the learner experience ensuring the highest levels of satisfaction for all learners ensuring the learner voice is heard and acted upon
- Undertake teaching and learning activities (an average of 15 hours a week except where agreed otherwise).

### Main Duties and Responsibilities

#### *Curriculum Management and Delivery*

To ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the learners, including, in particular:

- Establishing and maintaining high levels of professional conduct in the School
- Managing and being accountable for improvements in the quality of teaching and learning and the learner experience
- To develop and maintain current and effective working relationships internally and externally where applicable

- Ensuring that the College's quality processes (including targets for the improvement in quality of teaching, learning and attainment) are embedded and acted upon
- Analysing course performance data and ensuring that the staff team are aware of Student, Course and School performance against national averages
- Together with other designated staff to manage the appropriate stages of the learner disciplinary process and conduct and act as Duty Manager
- To co-ordinate and advise on the production of high quality course materials, including schemes of work, lesson plans, assessment schedules and learning materials
- To keep up to date with developments in the ESOL (16-18) and Teacher Training sector promoting the design, development and implementation of new curricula, meeting all quality processes, including timely submission to internal and external bodies to meet verification processes and exam/ accreditation requirements
- To teach on a range of ESOL (16-18) or Teacher Training courses up to 15 hours per week
- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources
- Effective management, along with the Head of School for admission and exam procedures
- To ensure effective line management of designated staff in compliance with all policies and procedures.

### **General**

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote the organisation's Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of this post
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations within the College Group.

### **Expectations of the Post Holder**

**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.**

**Remove Paragraph in Blue if not a Teaching/Lecturing Role.**



**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.

## **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.



## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Possession of an appropriate ESOL subject specific teaching qualification e.g. DTELLS, PGCE ESOL	X	
	Varied and extensive esol teaching experience in the sector, including ESOL 16-18 experience, with good or above records for attainment	X	
<b>Knowledge / Experience</b>	Knowledge of recent curriculum developments within ESOL and teacher training.	X	
	Understanding of the assessment and accreditation requirements for ESOL qualifications and a knowledge of other modes of accreditation eg functional skills.	X	
	An understanding of the particular issues faced by young ESOL students	X	
<b>Skills / Abilities</b>	To act as first line manager for designated staff, ensuring that staff are effectively managed, deployed and developed and that the college's strategic and operational targets are achieved.	X	
	To provide evaluative feedback on teaching and learning on an on-going basis to the college staff and management.	X	
	To lead the development and delivery of an innovative and visionary curriculum, ensuring that the curriculum portfolio is effectively managed, developed, reviewed and consistently improved.	X	
	To prepare, teach and assess in line with the lecturer job description up to <b>15 hours</b>	X	
	To drive quality initiatives and ensure key performance indicators are met and consistently improved.	X	

	To participate in continuous professional development relevant to the role.	X	
	To manage the experience of learners to ensure a rich curriculum and vibrant enrichment opportunities leading to a positive learner experience		
	To co-ordinate and ensure effective admissions and exam procedures		
	To ensure compliance with and promotion of, College Health, Safety and Safeguarding requirements.		
	To lead a team and communicate in a clear and timely manner		
	Report progress against target and advise on learner, staff, and learning activities.	X	

**SPECIAL CONDITIONS:**

The post holder may need to travel from time to time to other College centres and external venues

- 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
- This post is subject to an enhanced Disclosure & Barring Service (DBS) disclosure.

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