



Westminster Kingsway College Job Description and Person Specification

Post:	English Lecturer (GCSE & Functional Skills)
Reference:	R003170
Contract:	Full time (35hrs) - Permanent
Reporting to:	Curriculum Leader or Programme Manager for English
Grade:	Teaching and Learning
Salary:	£31,442 - £43,589 per annum

Key Purpose

Teaching and delivery of English learning programmes for Functional Skills and GCSE to students on study programmes and adult courses.

Main Duties and Responsibilities

- Teaches groups including associated preparation and marking for 16-18 year olds and adults
- Develops English students' skills for progression to employment and/or further study
- Designs and prepares learning materials.
- Assesses students, including formative and summative assessments, internal verification and supervision of examinations.
- Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.
- Act as personal tutor to a group of students within the adult campus
- As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:
 - (a) participation in inducting students

- (b) providing educational and welfare guidance
- (c) assisting students in preparing individual action plans
- (d) following up student absence and tracking their course work
- (e) acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure
- (f) undertaking exit interviews with students
- (g) preparing administrative returns and reports as may be needed in relation to students, including destination records
- (h) writing student references

- Participates in activities to publicise courses.
- Assists in planning and developing courses and course materials.
- Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.
- Provides advice and guidance to prospective students together with interviewing and appraising learner work.
- Participates in student enrolment and induction.

Expectations of the Post Holder

- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
- 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.
- Participates in College programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviours.
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College campuses 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

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	Criteria	Essential	Desirable
Qualifications / Professional Development	Possess a degree in an appropriate subject area	X	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	X	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	X	
Knowledge / Experience	Strong knowledge and understanding of specific subject area	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	
	Understanding and knowledge of quality assurance procedures	X	
Skills / Abilities	Ability to work as part of a team and on own initiative	X	
	To have excellent oral and written communication skills	X	
	Ability to teach on a range of courses in the subject area	X	
	Ability to provide learning and tutorial support for students	X	
	Ability to promote and recruit for courses	X	
	To have a high level of organisational and administrative skills	X	
	Competent IT and keyboard skills	X	
	The ability to respond creatively to the specific teaching and learning needs of a diverse community.	X	
	Excellent written skills.	X	
	The ability to motivate and encourage others, inspire trust and a sense of common purpose.	X	

	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	X	
	A strong sense of purpose and the drive to achieve agreed goals.	X	
Safeguarding	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline 	X	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment	X	
	A sound understanding of every Learner Matters Agenda.	X	
	A sound understanding of effective support systems to meet student needs.	X	
	A strong commitment to student success.	X	
	A relentless commitment to excellence and creativity.	X	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.		X

