

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

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<b>Post:</b>	Lecturer in Functional Skills English
<b>Contract:</b>	Part time, Permanent
<b>Hours:</b>	21
<b>Reporting to:</b>	Curriculum Manager
<b>Salary:</b>	£31,442- £43,582 per annum (pro rata)

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### Key Purpose

Delivery of English learning programmes, assistance to students and tutorial support

### Main Duties and Responsibilities

- Teaches groups including associated preparation and marking.
- Arranges, monitors and supervises learners on student work programmes, educational visits and field trips.
- 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, progress and the like.
- 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
  - (i) completing UCAS and other forms with students.
- 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 APL 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.

**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
<b>Qualifications / Professional Development</b>	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	
<b>Knowledge / Experience</b>	Relevant industrial experience in the area concerned	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	
<b>Skills / Abilities</b>	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	
<b>Safe Guarding</b>	Competent IT and keyboard skills	X	
	An understanding of and commitment to safeguarding young people and vulnerable adults. <ul style="list-style-type: none"> <li>• motivation to work with children/young people/Vulnerable adults</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• attitudes to use of authority and maintaining discipline</li> </ul>	X	