



JOB DESCRIPTION

POST:	Lecturer in Functional Skills English
GRADE:	Claims Main Lecturer Pay Scale, Points 4 - 15
SALARY:	On a point within the range. Salaries are reviewed annually.
PURPOSE OF THE POST:	To continually improve the learning experience and achievement of students through effective teaching
RESPONSIBLE TO:	Head of Curriculum Functional Skills, ESOL, ALS & GCSE Department/ Director

The postholder will be required to:

TEACHING AND LEARNING

1. Teach on courses as agreed with the Head of Curriculum and/or Director of Curriculum.
2. Act as a Personal Tutor to students, if required.
3. Act as Course Leader, when requested.
4. Prepare and mark student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to students, parents, employers and College managers, as appropriate.
5. Work closely with other colleagues to respond to the needs of students.
6. Pay due attention to the principles of inclusive learning including:
 - individual learning styles;
 - support for students with learning difficulties and disabilities;
 - extension resources/activities for students of higher ability;
 - general resources, including the use of Information Learning Technology.
7. Contribute to the design, delivery and future planning and development of the curriculum.
8. Contribute to the teaching/learning resource bank for the relevant subjects/courses.
9. Maintain an up-to-date knowledge of developments in the relevant subjects/courses.
10. Develop and maintain effective external links related to the delivery of the subjects/course and represent the College at relevant meetings.
11. Organise and participate in relevant visits, field trips etc.
12. Attend and contribute to relevant meetings, including Enrolment/Open Events and Parents' Evening, as appropriate.
13. Advise and assist the Head of Curriculum and other team members in all matters related to the delivery of subject specialisms.

QUALITY ASSURANCE

- 14. Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuous improvement.
- 15. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the curriculum area.
- 16. Participate in the College's Lesson Observation Scheme.
- 17. Undertake professional development and training to contribute to individual and College development.

OTHER

- 18. Undertake such duties as may be reasonably requested from time to time.

The Postholder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, eg a change of name or address, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

Signature of postholder: _____	Date _____
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PERSON SPECIFICATION

JOB TITLE: Lecturer in Functional Skills English

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS / ATTAINMENTS	Degree or equivalent professional qualification in relevant subject area Appropriate teacher training qualification (or working towards this) Additional Specialist Diploma Literacy	
EXPERIENCE REQUIRED	Excellent teaching Functional Skills English Able to manage learners and learning effectively Able to develop effective learning resources	Experience of awarding body work Able to demonstrate a track record of curriculum development
SPECIAL KNOWLEDGE OR TRAINING	Knowledge and understanding of current developments in the relevant curriculum area Knowledge of appropriate health and safety requirements	Evidence of links with relevant curriculum networks
ABILITIES, SKILLS & PERSONAL QUALITIES	Flexibility Effective communication skills Effective team player Evidence of working towards and achieving personal targets Good administrative and organisational skills Able to meet tight deadlines Able to handle pressure and a range of demands Supportive and positive approach to teaching Good-humoured, energetic and enthusiastic Ability or willingness to use Information Learning Technology and other IT applications	
RELATIONSHIPS	Excellent interpersonal skills Able to relate well to learners of all abilities and to assess learner needs Able to work well with colleagues	
MOTIVATION	Empathy with and strong commitment to meeting the needs of individual students Commitment to take part in staff development and training Commitment to the mission and values of the College	
SPECIAL CIRCUMSTANCES		