

Job description: Lecturer in English – 0.4 FTE

Status	Permanent (0.4 FTE)
Base	North Kensington Centre for Skills <i>Post holder may be required to work across College sites and at other locations</i>
Grade	Salary Scale AoC spine points 20 – 28
Salary	£11,507.60 to £14,189.60 per annum including LWA (pro rata FTE salary of £28,769 to £35,474) <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	14.4 hours per week
Reports to	<i>Programme Area Manager for English</i>
Manager to	<i>No Direct Reports</i>

ROLE PURPOSE

To teach within Essential Skills on a range of courses in English, taking an active role in course development, course planning, student assessment and quality enhancement

MAIN ACCOUNTABILITIES

- A. Lead high quality learning, teaching and assessment within the School/Curriculum Area**

- 1 To plan, prepare and deliver high quality learning, teaching and assessment and related resources as agreed with the Subject Leader, and Head of School/Curriculum, including using digital technologies to enhance classroom-based learning and to deliver online learning.
 - 2 To maintain up-to-date course information including Group Profile, Lesson Plans, Schemes of Work, Individual Learning Plans, and Student Progress Tracking.
 - 3 To set, mark and return student's assignments on time (within two weeks), conforming to Awarding Bodies accreditation and College procedures as applicable.
 - 4 To contribute to the required internal and external moderation procedures.
 5. To provide cover for existing College staff members in cognate subject areas should the need arise.
 6. To participate in the recruitment, selection and induction of students.
 7. To provide course advice and guidance for students, including progression and/or vocational advice if appropriate. Manage and support student's applications to accredited courses and higher education.
 8. To provide individual and small group tutorial support for students, including but not limited to following up attendance and signposting students to Student Services for further support. To implement the student absence management procedure and student disciplinary procedure if and when required.
 9. Act as a point of liaison for ALS and tutors working with individual students to ensure their ALS needs are met and fully integrated with their ILPs.
- B. Contribute to the review, planning and development of the curriculum provision**
10. To contribute to the School/Curriculum Area's curriculum and quality review processes by providing subject-specific expertise and feedback from learners.
 11. To contribute to curriculum development, to the design and authoring of curriculum materials and procurement of up-to-date digital and physical resources to support curriculum development and learning, teaching and assessment.
- C. Take an active role in quality enhancement, ensuring implementation of the quality assurance activities required by the College's Quality Enhancement Framework, including raising standards and improving student attendance, retention and achievement.**
12. To contribute to the management of quality enhancement procedures within the curriculum area including attendance and punctuality monitoring, tracking of student progress and final destination, and work in accordance with the College's Learning, Teaching and Assessment Policy.

13. To contribute to the College's self-assessment process and participate in the curriculum review process and support the Subject Leader and Head of School in the implementation of quality enhancement and business development plans.
 14. To contribute to staff development within the curriculum area and assisting the Subject Leader with staff inductions.
- E. General**
16. To attend relevant training and meetings as required.
 17. To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.
 18. To contribute to the effective management and promotion of equality, diversity and inclusion.
 19. To work in accordance with the Health & Safety at Work Act and College Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors. The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.
 20. To work at all times in accordance with Morley College London's policies and procedures and Staff Competencies Framework.
 21. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop productive and collaborative working relationships with curriculum area staff and professional services staff from across the College, plus all other stakeholders including students, community groups and employers.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

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Essential Criteria:

- Educated to degree level or equivalent in a relevant discipline.
- English and Maths GCSE grade A-C / 9 – 4, or equivalent.
- An appropriate teaching qualification (DET/DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus a record of relevant continuous professional development.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount
- Proven successful track record of planning and delivering high quality teaching of accredited provision in a relevant subject and at appropriate level(s), to adults/16-18 year old of mixed abilities.
- Experience of devising and maintaining course materials of a high standard, and using appropriate teaching and learning methods that are suitable for the needs of a variety of different students from a range of backgrounds and promote equality and diversity.
- Experience of effectively assessing and advising students.
- Enthusiasm for and competent understanding of the subject area.
- An understanding of and proven commitment to the use of quality assurance procedures in the Education sector.
- Familiarity with awarding bodies specific to the subject area / level of study.
- The ability to effectively support the monitoring, assessment and development of the programme and support quality improvement.
- The ability to effectively contribute to Awarding Bodies, College and curriculum area procedures for the tracking and support of student achievement.
- The ability to work with a team of tutors to provide effective peer development and support and co-ordinate learning activities.
- Excellent interpersonal and communication skills with the proven ability work and contribute as part of a team and communicate effectively with staff and students across the College.
- Effective organisational and administrative skills with the willingness and ability to work to deadlines.
- Able to work both on own initiative and as and be willing to work flexibly.
- Have a commitment to and be able to demonstrate knowledge of health and safety, Safeguarding and Prevent as appropriate to the post.
- Good IT skills in relation to MS Office with the ability to use IT to support learning and associated administration. A proven ability and commitment to effectively and creatively using ICT and digital technologies in relation to teaching methods, development of learning resources and materials and delivery of online learning.

October 2024