

COLLEGE OF FURTHER EDUCATION**LECTURER IN FUNCTIONAL SKILLS AND GCSE ENGLISH****LECTURER SCALE 1 – 14****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

A Functional Skills and GCSE English Lecturer is required to teach in the Programme Area of English, Maths, ESOL and Access at Guernsey College of Further Education. The Functional Skills and GCSE English Lecturer will plan and provide high quality teaching, as well as taking shared responsibility for the administration of the range of courses and levels delivered within the English provision. The programme area delivers discrete courses from Entry Level to Level 2 for full and part-time students. The majority of teaching is to full-time students at Level 1 and 2, with additional delivery to adult, part-time and also SEN learners. The Programme Area forms part of the Learner Support Services and we require a dynamic and enthusiastic lecturer to inspire students and be part of a very supportive and forward thinking organisation.

TEACHING AND LEARNING:

- To plan, prepare and teach lessons at all levels appropriate to qualifications or experience for 36 hours per week, (maximum 25 hrs teaching per week, subject to a maximum 826 teaching hours per year) in accordance with the agreed contract.
- To plan, develop and deliver appropriate learning plans for individual students.
- To contribute to the development, implementation and review of policies and schemes of work inclusive of those which may cover multiple qualification suites.
- To monitor and assess the achievement of students, and to record and report their development, progress and attainment in accordance with the College's assessment policies and in line with the principles of Assessment for Learning.
- To make use of current technology to enhance teaching, learning and assessment.
- To be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities as required.
- To implement the College's equality and diversity policies.

- To ensure that Learning Support or other support staff and visiting speakers are used effectively in the learning environment.
- To work with the department to maintain an appropriate learning environment.

PROFESSIONAL LEARNING AND DEVELOPMENT:

- To participate in the Professional Review and Professional Development processes (appraisal).
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the College/programme area self-evaluation review and action plans and the performance management process.
- To contribute to programme area/college development by sharing professional learning, expertise and skills with others in the team and wider organisation.
- To take on Curriculum Lead responsibilities, in line with the needs of the programme area, if required.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To maintain a continuing professional development portfolio of evidence in line with the awarding organisation requirements and the Education and Training Foundation professional standards.

ADMINISTRATION:

1. To make effective use of ICT to implement the College assessment, recording and reporting procedures in line with examining body requirements.
2. To keep an accurate register of students in accordance with the College's policy.
3. To participate in appropriate meetings with colleagues, parents/carers and agencies for the benefit of the students.
4. To participate in exhibitions/conventions/open days as required.
5. To substitute for absent colleagues as required.
6. To liaise with employers and other outside agencies.

HEALTH, SAFETY AND WELFARE:

1. To comply with procedures on all matters concerning health, safety and welfare.
2. To undertake risk assessment strategies for the programme area in relation to teaching and learning.
3. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

RESPONSIBLE TO:

The Programme Leader

ACCOUNTABLE FOR:

- The delivery of high quality teaching and learning.
- The progress and attainment of students for whom you have responsibility.
- Improving and extending professional effectiveness in line with professional standards.
- Creating a safe environment for students and to have concern for their welfare and wellbeing whilst under your guidance

KEY CRITERIA:

ESSENTIAL

1. A teaching qualification at level 5 or above (or working towards).
2. QTLS status (or willingness to work towards).
3. A degree or Level 5 subject specialist qualification.
4. Level 3 qualification in English if the degree is unrelated.
5. Experience of delivering teaching and/or instruction and/or assessing Functional Skills and/or GCSE English and related subjects.
6. Experience of developing and implementing effective planning, delivery and evaluation of high quality programmes in line with local demands.
7. Ability to make effective use of ICT to enhance teaching and learning.
8. Ability to demonstrate effective strategies to achieve high quality teaching and learning outcomes.
9. Evidence of recent continuing professional development.

10. The ability to work as part of a team producing positive results for students.
11. Effective communication skills to develop and maintain positive working relationships with a wide range of people, including staff, parents/carers, students and wider community where appropriate.
12. Effective organisational, time management and administrative skills.
13. Proven ability to work on own initiative.

DESIRABLE

14. Experience as an Internal Verifier.
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16. Recent experience delivering in a Further Education setting.
17. Experience of working with learners who have learning difficulties and disabilities.
18. Experience of development of e-learning materials.
19. Experience of training Vocational Lecturers to embed Functional Skills.
20. Experience of delivering English to Apprentices.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.