Job Description and Person Specification

Lecturer in English

Team: English and Maths

Reports to: Teaching Learning Manager

Location: Crawley

Job Purpose

- To undertake teaching activities in the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

Key Responsibilities

- To undertake teaching and learning related activities, including tutoring, as agreed.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To take an active role in the achievement of high individual student retention and success rates, meeting or surpassing the relevant targets for each.
- To develop curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant subject experience	Essential	Application Form/ Interview/ Mini Lesson
Teaching and assessing learners	Essential	
Curriculum delivery and associated administration	Desirable	
Managing diverse groups of students	Desirable	
Working within Further Education	Desirable	
Knowledge		
Working knowledge of GCSE English delivery	Essential	Application Form/ Interview/ Mini Lesson
Microsoft Office applications	Essential	
An understanding of safeguarding vulnerable groups	Essential	
Application of digital technology to learning	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Health and safety legislation	Desirable	
Equality Act 2010	Desirable	
Qualifications		
Level 3 (or equivalent) in related subject	Essential	Application Form/ Certificates
Any other relevant vocational qualifications	Essential	
Level 2 numeracy	Essential	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Essential	
Assessor or Verifier units	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/ Interview/ Mini Lesson
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour	Essential	
Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing	Essential	
Ability to solve problems and make decisions	Essential	

Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
To obtain an appropriate teaching qualification as defined by the Corporation	Essential	Interview/Checks and Clearances
To undertake continuing professional development	Essential	
Evening and weekend work as required	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £28,619 - £44,625 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme. Teachers/Lecturers cannot progress to point 48 without successfully completing a PGCE, Certificate in Education, DELTA or equivalent.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 40 days per annum, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.