



Role Profile

Role Title	Lecturer 14-16 (GCSE English)
Reporting To	Head of 14 – 16 College
Department	14 – 16 College Hull and Goole
Pay Grade	Lecturer
Version Date	July 2018

Role Purpose

The post-holder will work with students across KS4 English subjects, providing a consistently high level of teaching and support to achieve student targets and maximise their value added grades and progress.

The post-holder will need to be innovative in their teaching methods and responsible for leadership of their curriculum area. The role requires flexibility, enthusiasm and a commitment to the student journey. The ability to inspire students is essential as well as the ability to work as part of a team of professionals in a supportive environment.

Key Responsibilities

- 1 Plan, prepare and update in advance all relevant teaching documentation including schemes of work, lesson plans and online learning materials.
- 2 Deliver planned, high quality teaching and learning within 14-16 delivery structures, ensuring engagement of students of all abilities across two sites.
- 3 Lead, coordinate and support programme activities which will support the achievement of whole school targets and compliance with academic regulations and Board of Examination requirements.
- 4 Assess, monitor, and record feedback to and from students in order to facilitate learning and development. Taking ownership of the feedback procedures and using the College's data systems and processes to plan interventions and action plans.
- 5 To support young people in their progression choices through impartial advice and guidance. Developing curriculum links to employers, trips and visits linking to employment opportunities within subject area and tutorial support work and target setting.
- 6 To conduct and or maintain relevant registers, course documentation and student records in line with the relevant quality assurance procedures and safeguarding/data protection laws.
- 7 Be involved in the marketing, promotion, recruitment and interviewing of students, including participating in open events, school tasters and enrolment events, amongst other activities.

- 8 Act as the key point of contact for all aspects of programme development, delivery and review and contribute to the production of a self-assessment processes which take into account all aspects of delivery.
- 9 Attend meetings, committees and boards and communicate with colleagues within the School, and the wider College.
- 10 Work off-site and across a range of locations, flexibly, if required.
- 11 Support with break, lunchtime and prompt start checks as per school rota.
- 12 Complete all mandatory training in a timely manner and ensure that such training is updated in accordance with College guidance and regulations
- 13 Work closely with Data and Quality Teams to meet the requirements of external and internal validating arrangements in a timely manner
- 14 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

Person Specification - Lecturer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level		✓	AF / Cert
Subject specialism (minimum Level 3/4)	✓		AF / Cert
Cert.Ed/PGCE or willingness to work towards	✓		AF / Cert
GCSE or equivalent in Maths and English	✓		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Previous experience of teaching subject specialism	✓		IV / AF
Experience of working with a wide range of students	✓		IV / AF
Working within KS4	✓		IV / AF
Recent and relevant professional development	✓		IV / AF
Experience of working with IV and quality processes	✓		IV / AF
Experience of course leadership		✓	IV / AF
Knowledge of curriculum development and government agendas within KS4 curriculum and progress measures	✓		IV / AF
SKILLS AND ABILITIES			
Able to work as a professional team member. Able to liaise with tutors, employers, awarding bodies and other agencies	✓		IV / AF
Able to work with students of all ages in classroom, workshop and one to one situations, including students from FE	✓		IV / AF
Excellent oral, written and presentation skills	✓		IV / AF
Highly developed IT skills	✓		IV / Cert / AT
Innovative with ability to inspire students	✓		IV / AF
Enthusiastic and positive	✓		IV
Well-developed oral, written and presentational skills	✓		IV / AF / AT
Able to work flexibly, including evening and weekend work	✓		IV / AF

*Key to how skills are assessed:

AF = Skill assessed via application form
 AT = Skill assessed via test/work-related task

IV = Skill assessed via interview
 Cert = Certificate checked at interview