



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in GCSE English
<b>Grade:</b>	Teaching and Training TT01-07
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Education and Supported Learning
<b>Accountable to:</b>	Curriculum Manager/Lead Practitioner

### Job Purpose

To plan and deliver high quality teaching, learning, assessment and tutorial support to Learners so as to maximise achievement and support continuous improvement in GCSE English. To teach and assess GCSE English mainly in the 16-19 cohort. To plan and deliver innovative teaching sessions to inspire and motivate. (The Post holder is likely to be required to deliver some Functional Skills classes)

### Key Result Areas

The post holder will be responsible and accountable for:

- Contributing to the excellence of teaching and learning of GCSE English
- To work with colleagues to develop the provision within the faculty
- Assessment relevant to the delivery of GCSE English
- Identification and assessing Learners' Needs
- Planning and Designing Learning programmes and sessions
- Developing Learning programmes and sessions in line with best-recommended practice.
- Delivering Learning and Teaching programmes/activities
- Completion of examination paper work
- Enabling the further development of courses in English
- To develop resources to support the teaching of GCSE English
- Ensuring that all contact with and arrangements for students and their welfare is safeguarded and promoted
- Contributing to the Quality Assurance within the Curriculum Area
- Participating in the College Performance Management Scheme
- Assessing the Outcome of Learning and Learners' Achievements

- Monitor, Evaluate and improve quality and effectiveness of own practice and learning/teaching programmes and sessions.
- Ensure the effective recruitment, retention and achievement of students.

Any other duties commensurate with the grade and status of the post.

### **General Responsibilities**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human

Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

### **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

## PERSON SPECIFICATION

**Job Title:** Lecturer in English

Knowledge & Experience	Assessed by	Essential	Desirable*
English <u>and</u> Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Degree in an English related subject	1	✓	
Post-graduate qualification in an English related subject	1		✓
Post Graduate Certificate in Education Teaching (post 16) or equivalent qualification.	1		✓
Recent and relevant track record of teaching English at GCSE, which demonstrates sustained good or better success rates and value added measures	1 / 2	✓	
Recent and relevant experience of preparing students effectively for GCSE English examinations leading to sustained good or better success rates and value added measures	1/2/4	✓	
An understanding of the Functional Skills Standards and Curriculum for English	1/2		✓
Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1 / 3	✓	
A current GCSE English Examiner or demonstrable commitment to becoming an examiner for GCSE English.	1/2/3/4	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1/2/3/4		
Skills		Essential	Desirable
Ability to take initiative	1/2/3	✓	

Ability to support individual and team development, whilst working closely within the team.	1/2	✓	
Ability to effectively communicate to people both face to face and in writing	1/2/3	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	1/2/3	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	1/2/3	✓	
Suitable to work with young people and vulnerable adults	3	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: May 2018**