East Durham College
Job Description

Post Title: English lecturer

Location: As per contract of employment, the postholder may be expected to work at any college campus

Responsible to: Head of Curriculum

Attendance Requirements: 36 hours per week

Salary: £31,000 - £41,000

Main purpose:

To teach and lead an ambitious curriculum for students across all levels by working flexibly and efficiently maintaining the highest professional standards in line with college values.

As an experienced teacher, you will be responsible for delivering high-quality lessons, assessing students' progress, and providing guidance to help them achieve their full potential. As a course leader you will have responsibility for assigned programmes including the associated organisation, assessment, co-ordination and administrative responsibility.

Main duties:

- Deliver lessons and learning activities, ensuring that content is engaging, accessible, and aligned with the curriculum whilst utilising a variety of teaching methods and technologies to enhance the learning experience.
- Collaborate with the teaching team to plan and prepare course materials, activities, and assessments that meet the learning objectives and accommodate a diverse range of learning needs.
- Provide additional support to students, offering guidance, encouragement, and feedback to help them achieve their academic goals within an inclusive learning environment that supports students' personal and academic development.
- Evaluating students' progress through initial and ongoing assessments, providing constructive feedback, and helping students understand their areas for improvement.
- Undertake the monitoring and control of an assigned area of courses including information and data, exam entries, internal quality assurance, liaison with awarding organisations and student tracking and assessment.
- Ensure a safe and respectful classroom environment, ensuring students behave appropriately and that lessons run smoothly.
- Proactively contribute to responsive and innovative curriculum development aligned to current and future skills needs of the industry which also develops students work readiness, employability and enterprise skills.
- Undertake administrative tasks related to teaching, such as marking assignments, maintaining student records, and preparing reports.

- Work collaboratively with colleagues, sharing resources, ideas, and strategies to improve teaching and learning strategies and student outcomes; including the support and mentorship of new and trainee teachers.
- Continuously reflect on your teaching experiences, identifying areas for improvement and setting personal development goals to enhance your effectiveness as an educator.
- Establish and maintain productive relationships with employers, parents, schools and other stakeholders to promote and enhance the reputation of the college.
- Undertake interviews and offer IAG to current and prospective students at internal and external events.
- Participate in student visits including overnight and overseas where appropriate.
- Regularly and actively participate in appropriate course, team and cross college meetings as directed.
- Assist the Programme Manager in the production of course review documents, self-assessment process and quality improvement planning.

Other Duties relevant to all EDC employees

- Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
- Undertake any other duties, appropriate to the grade of the post, as required from time to time, including invigilation activity.
- Comply with College Policies and Procedures and the Staff Code of Conduct.
- To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities regarding equality and diversity.
- To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other's health and safety.

Person Specification

		Essential	Desirable	Method of assessment
1) Qualifications/ Training				
1.1	Degree in related subject area or qualified to industry recognised standard in a relevant vocational or technical subject.	✓		Application Form
1.2	GCSE level standard education or equivalent (maths & English)	✓		Application form
1.3	Recognised post-16 teaching qualification	✓		Application form
1.4	Commitment to continuous professional development in relation to pedagogy and vocational, technical or academic area	✓		Application form / Interview
2) Experience				
2.1	Significant experience in a specialist industry	✓		Application form / Interview
2.2	Experience of teaching formal programmes to students	✓		Application form / Interview
2.3	Proven track record of successful teaching and assessment and contribution to curriculum design	✓		Application form / Interview
2.4	Experience of utilising college systems to track and monitor student progression which enables them to achieve well	✓		Interview
2.5	Experience of internal quality assurance activity	✓		Application form / Interview

Person Specification

		Essential	Desirable	Method of assessment
3) Skills and Knowledge:				
3.1	A good standard of IT and analysis skills to enable the effective use of college reporting and tracking systems	✓		Application form
3.2	Excellent time management and administrative skills to ensure deadlines and KPIs are met	✓		Application form / Interview
3.3	A proven commitment to reflective practice, professional development and performance development	✓		Application form / Interview
3.4	Excellent communication and organisational skills to ensure effective management of allocated courses	✓		Application form / Interview
3.5	Ability to lead course teams to achieve KPIs and improve practice which leads to improved student outcomes.	✓		Interview
3.6	Ability to effectively assess and give constructive feedback on the work of others in line with awarding organisation guidance	✓		Application form / Interview
4) Attributes / Other Requirements:				
4.1	Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours	✓		Interview
4.2	Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing.	✓		Interview
4.3	Working individually or as a team - Ability to work independently and as part of a team under minimal supervision.	✓		Application Form / Interview
4.5	Driving - Full UK Driving License and / or access to a vehicle (if applicable).	✓		Application Form