**People Team**

**Job Description & Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | **English Lecturer** | **Department:** | **English and Maths** |
| **Hours per week:** | 37 (part time considered) | **Weeks per year:** | 52 |
| **Contract Type:** | Permanent | **Reports to:** | Head of English and Maths |
| **Scale & Spine Points:** | Lecturer | **Location:** | Poole/Bournemouth |

**Job Description**

|  |
| --- |
| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:* A passion for learning and success
* Supportive and caring
* Respectful and considerate
* A champion for equality through learning
* Ambitious and tenacious
 |
| **Department Overview** |
| You will be part of the cross-college English and maths team who are responsible for delivering GCSE English and GCSE maths to our 16-18 students. Some students may undertake Functional Skills English and maths. In addition, there is an Adult provision delivering Functional Skills English and maths to students aged 19+. |
| **Purpose of the Role**  |
| The purpose of this post is to deliver high quality and effective teaching and learning in GCSE and Functional Skills English to Bournemouth and Poole College students.  |
| **Key Accountabilities & Duties** |
| * To contribute to high quality learning experiences using a variety of teaching and learning methods.
* Ensure that teaching is based on current best available practice and is consistent with a high standard of practice.
* Provide academic support to students in accordance with agreed procedures.
* Create an outstanding student experience which leads to the successful completion of a GCSE and Functional Skills qualification. Preparation of lesson plans and assignment schedules
* Preparation of learning materials and student assignments
* Marking of students’ work and of internal examinations and assessments, invigilation work
* Manage student issues within agreed protocols.
* Undertake such other reasonable duties as the line manager may require from time to time
* Participate in the College’s appraisal process and to undertake any training that may be appropriate
* Take appropriate responsibility to ensure the health and safety of self and others
* Pursue the achievement and integration of equal opportunities throughout all The College’s activities

**\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**  |
| **Equal Opportunities**  |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK. All successful candidates will be required to provide proof of their qualifications.  |
| **Further Information** |
| This Job Description and Person Specification are current as at **April 2024.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager. A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Relevant Level 3 English qualification Teaching Qualification or willingness to achieve within 2 years | Graduate in relevant subject areaHigher Degree  |
| **Work Experience** | Experience of facilitating GCSE English learning for students in a Further Education or an appropriate educational setting. | Examiner for GCSE EnglishExperience of working with GCSE English resit studentsExperience of developing or delivering E-LearningExperience of working with students with specific learning needs |
| **Knowledge** | Knowledge of the content of GCSE English LanguageKnowledge of a range of TLA strategies to successfully engage studentsCompetent in Microsoft Office applications | Working with student databases ie ProMonitor/ProSolution Knowledge of the content structure of Functional Skills Level 1 & 2 EnglishWorking knowledge of Microsoft TEAMS and the Office suite.Knowledge of the requirements of examining bodies such as Pearson and EduqasUnderstanding of KCSIE and safeguarding children and vulnerable adults  |
| **Skills**  | Communication skills including written and verbalFlexible and adaptable attitude to working with students of all agesProven ability to plan and organise own workloadAbility to access and use relevant sources of research evidence |  |
| **Other Requirements** | Attendance at college events i.e., open evenings including outside of normal working hours | Ability to be able to travel between sites |