



Job Description

Post:	Teacher of English GCSE (Adult Education)
Salary/Grade:	£29.80 per hour. Payment for 3.5 hours per week, 3 of which is classroom contact/teaching.
Responsible to:	Head of Department
Main purpose of the post:	To ensure a high quality of learner experience and outcomes through highly effective teaching, learning and assessment.

Main Duties:

1. Operational/Strategic Planning

1.1 Contribute to setting and meeting standards in the subject area's annual self assessment report and action plan in line with the College's planning and quality assurance procedures.

2. Teaching

2.1 Plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning and assessment) which takes account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.

2.2 Use, or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.

2.3 Fully adhere to the college assessment policy and procedures.

2.4 Fully utilise teaching time to support students and liaise with Pastoral/Adult Education and Inclusive Learning Support teams.

2.5 Make effective use of resources and learning technology appropriate to the subject matter/skill being taught.

2.6 Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.

3. Curriculum Development

- 3.1 Contribute to curriculum development and diversification in the subject area.
- 3.2 Contribute to the enrichment for adult students as applicable.

4. Staffing

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.

5. Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people and vulnerable adults by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

Discipline

- 5.2 Take responsibility for promoting good standards of behavior and conduct in students by implementing and monitoring/reporting breaches of college policies.

Support for Students

- 5.3 Work collaboratively with adult education and inclusive learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

Learner Involvement

- 5.4 Contribute to the development and implementation of student voice activities in order to improve the quality of provision and to respond appropriately to student needs.
- 5.5 Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.
- 5.6 Provide students with subject-specific support in line with their needs/plans.
- 5.7 Produce reports and references for students periodically and attend parents' evenings.
- 5.8 Monitor and review student progress in line with the College's student tracking systems and make appropriate interventions as and when required.

6. Quality Assurance

- 6.1 Demonstrate, as a result of teaching that students achieve well relative to their prior achievement (and additional needs where appropriate).
- 6.2 Seek to continually improve standards.
- 6.3 Demonstrate effectiveness by achieving excellent levels of student retention.
- 6.4 Contribute to the Self Assessment Report and Quality Improvement Plan within the area.
- 6.5 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.6 Keep a professional development file to record personal training and development.

7. Equality and Diversity

- 7.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

8. Management Information and Administration

- 8.1 Keep accurate and up to date records of student attendance in lessons.
- 8.2 Keep accurate records of set work, marks obtained and student concerns commendations using the College's student tracking system.
- 8.3 Ensure all data usage and storage complies with the College's GDPR policy.

9. Communications

- 9.1 Attend College events, briefings and meetings as part of the College schedule e.g, open events, supporting pre enrolment advice
- 9.2 Use the College's systems, policies and procedures to communicate issues as required.
- 9.3 Use the college student tracking system to flag student concerns and commendations.
- 9.4 Work collaboratively with other teams and services in the best interest of students.

10. Marketing and Liaison

- 10.1 Contribute to the marketing and promotion activities of the College and the subject area.
- 10.2 Participate in systems for the recruitment and induction of students.

11. Management of Resources

- 11.1 Manage teaching and learning resources appropriately and to best effect.
- 11.2 Contribute to departmental resources and ensure these are available to on the college VLE.

12. Other

- 12.1 Contribute to the College mission and ethos and support the aims and objectives of the College.
- 12.2 Follow and comply with the College's policies and procedures and take responsibility for the duty of care in respect the levels of Health & Safety across the College.
- 12.3 Undertake any other duties of an equal nature as assigned by the Principal or their designated alternate.



Person Specification

Post: Teacher of English GCSE (Adult Education)
Responsible to: Head of Department (Adult Education)

E: Essential

D: Desirable

Criteria	E	D	Method of Assessment
<u>Formal Qualifications</u>			
1. Appropriate teaching qualification	✓		Application
2. A relevant higher education qualification	✓		Application
3. Evidence of continuing personal and professional development		✓	Application
<u>Background & Experience</u>			
1. Successful teaching experience /practice	✓		Application / Interview
2. Successful teaching experience/practice with adult learners		✓	Application/ Interview
3. Experience of setting and achieving high personal standards in the delivery of teaching	✓		Application/ Interview
4. Experience of setting and achieving high standards in respect of leaver retention and achievement	✓		Application/ Interview
5. An ability to plan and manage effective lessons	✓		Interview/Teaching Obs
6. A creative and innovative approach to the development of teaching and learning	✓		Interview/Teaching Obs
7. An ability to contribute to teaching on a range of courses at several levels		✓	Application/ Interview

8. An understanding of issues relating to teaching and learning in further education		✓	Application/ Interview
9. A knowledge of self assessment and quality assurance methods		✓	Application/Interview
10. Demonstrate leadership and motivational skills	✓		Application/Interview
11. Demonstrate an ability to undertake administrative tasks for the role	✓		Application/Interview
12. An ability to respond flexibly to new challenge and opportunities	✓		Interview
Criteria	E	D	Method of Assessment
13. The ability to comply with the requirements needed to perform this role in relation to working with children and/or young people/ vulnerable adults	✓		Application/Interview
<u>Personal Qualities</u>			
1. Commitment to education and the value of learning	✓		Application/Interview
2. Self motivated	✓		Interview/Reference
3. High personal standards	✓		Interview/Reference
4. An ability to work well as an individual and as a member of a team	✓		Interview/Reference
5. An empathy with post 19 students and the ethos of the college	✓		Interview/Reference
6. A commitment to equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/or disabilities	✓		Interview/Reference
7. Excellent communication and interpersonal skills	✓		Interview/Reference

8. Enthusiasm and a commitment to provide quality learning experiences.	✓		Interview/Reference
9. Digital skills /ICT literate	✓		Application/Interview

