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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Teacher in English

**Department:** Curriculum Division

**Hours:** 37.5 hours per week FTE (pro rata for part time). Weekend and evening working may be required when business needs demand.

**Teaching Hours:** up to 25 hours per week FTE (pro rata for part time)

**Responsible to:** Head of Schools – Maths & English

**Reports:** n/a

**Salary / Scale:** Lecturer Spine - Band B £30,263.00 - £36,318.00 per annum (pro-rata for part time)

**Date of Issue:** July, 2020

**Organisation Chart:**

Head of School – English & Maths

Teacher in English

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1. **Aims and Purpose of the Post**
   1. To lecture and train students and other client groups to quality standards set by the College.
   2. To tutor and manage one or more courses or groups of students.
   3. The development of the English curriculum.
2. **Specific Responsibilities**
   1. To lecture students in English to GCSE and A-level as directed by the Head of School.
   2. To act as a course tutor to full-time and part-time groups with the associated organisation, administration and monitoring of attendances including the collection of data for course evaluation.
   3. To tutor other student and trainee groups including the maintenance of records and achievement and undertaking training visits.
   4. To be responsible for the accuracy of the exam entries for the course / subject and liaise with examinations department and external exam awarding bodies as appropriate.
   5. To keep up to date with any awarding body changes to specifications and assessment requirements.
   6. To counsel students and maintain discipline as required
   7. To participate in the recruitment of students, including attendance at Shows and Career Conventions.
   8. To participate in Curriculum development to meet the needs of changing industrial demands and College planning.
   9. To participate in demonstrations and practical activities with students and trainees on all courses.
   10. To participate in Internal Verification and auditing monitoring processes.
   11. To assist in the maintenance and development of resources and commercial activities, including preparation of learning materials, student assessment and e-resources.
   12. To attend day and evening meetings, courses etc. considered to be of benefit to the College and the individual.
   13. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   14. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   15. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   16. To manage student conduct in accordance with College policies.
   17. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   18. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   19. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational or curriculum area other than that to which they were originally appointed.

Core Benefits;

Teachers Pension Scheme Health Cash Plan (subject to conditions)

43 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;……………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | |
| **Person Specification – Teacher in English** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Degree level or equivalent | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| To hold an appropriate professional qualification or equivalent | X |  |
| To hold or be willing to work towards and achieve a Diploma in Teaching and Learning (Certificate in Education) or equivalent | X |  |
| Assessor / Verifier Qualifications |  | X |
| Commitment and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| To have experience and knowledge of English GCSE and A-level | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Have knowledge of current Health & Safety Regulations and be familiar with their operations e.g. risk assessments, COSHH |  | X |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Ability to present information effectively and respond to questions from, employees and customers and students | X |  |
| Able to motivate students | X |  |
| Excellent verbal and written communication skills | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first |  | X |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| Full and clean driving licence | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service, and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visa’s and Immigration Service website.