


**Description****Non-Manager**

	<b>Job Title</b>	Lecturer – ESOL
	<b>Department</b>	Regeneration and Environment
	<b>Section</b>	Brent Start
	<b>Grade</b>	Main Lecturer Scale
	<b>Reports to</b>	Programme Leader
	<b>Staffing Responsibility</b>	N/A
	<b>Organisation</b>	See organisation chart attached

**Job Purpose:**

- To plan, teach and evaluate courses and to deliver high quality and inclusive learning opportunities.
- To support curriculum management on curriculum and course development.
- To fully participate in the quality assurance and improvement processes and procedures.
- To support the achievement of annual targets for achievement rates.

**Principal Accountabilities and Responsibilities:**

1. To teach adults effectively for an agreed scheduled timetable of class contact hours across all delivery sites.
2. To interview and provide initial assessment and guidance to students.
3. To monitor, evaluate and assess individual student progress and achievement.
4. To develop and lead courses under the supervision of the line manager.
5. To contribute to the service's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time tutors.
6. To contribute in cross-service team initiatives.
7. To produce course documentation: schemes of work, lesson plans, tracking of individual learner progress, and route to work plans.
8. To teach programmes appropriate to the needs, aspirations and levels of competence of learners.
9. To prepare up to date high quality teaching materials relevant to the needs of adults.

10. To carry out student assessment, internal verification as required and adhere to quality frameworks, CIF IV, External verification requirements.
11. To monitor students' attendance and progress, maintain records, and prepare reports.
12. To participate in course development and review.
13. To work or liaise with learning support/vocational tutors and job mentors for referral purposes as appropriate.
14. To contribute to and take up staff development opportunities.
15. To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities.
16. To participate in the development of teaching materials and resources, including use of Information Learning Technologies.
17. To assist in publicity and marketing.
18. To keep own records and contribute to an efficient service-wide record keeping system.
19. To carry out such duties as the line manager shall from time to time require.
20. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Promoting British Values, Data Protection and Health and Safety policies and procedures. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.
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22. Undertake any other duties commensurate with the general level of responsibility of this post.
23. To attend and contribute to team and standardisation meetings.
24. Undertake departmental and Cross college duties as directed by the management team.

<b>DBS Status</b>	Not Required
<b>Politically Restricted</b> <i>(delete as appropriate)</i>	No

# Person Specification

## Job Knowledge, Skills & Experience:

### Knowledge and Qualifications:

- A generic adult teaching/training qualification at level 5 e.g. DTTLs/ Cert ed or equivalent (or commitment to gain one within 2 years).
- A relevant subject specialism at level 5 (or commitment to gain one within 2 years).
- Level 2 English and Maths, minimum GCSE grade C or equivalent (or commitment to gain one within 2 years).
- In-depth and practical knowledge of the subject.
- Evidence of continuing professional development.
- Understanding of the importance of retention and achievement and how to maximise these.
- An understanding of the implementation of equal opportunities, British values and the prevent agenda in this context.

### Experience:

- Experience of teaching the relevant subject to adults at a variety of levels and in a variety of teaching and learning/training environments.
- Experience of embedding employability, British values, numeracy and literacy into teaching.

### Skills and Abilities:

- Ability to plan and deliver inspirational teaching/training and learning sessions appropriate to adult learners from a variety of cultural and educational backgrounds using a variety of teaching methods currently considered good practice.
- Ability to develop effective teaching documents and resources of a high standard and appropriate to the needs of learners.
- Ability to evaluate and track learner progress.
- Ability to assess learner work for accreditation if appropriate for the course.
- Ability to use ICT and e-learning in teaching, course planning and administration.
- Ability to model teaching practice, mentor and support other teachers to improve their teaching practice and contribute towards a CPD programme.
- Effective communication and inter-personal skills including standard of English appropriate to the post.
- Good organisational skills.
- Ability to work under pressure with changing priorities.