

Job Description

Job Title	ESOL Lecturer
Reports To	Senior Head of School
Contract	Full-time, Permanent
Grade	Qualified Lecturer band (spine 3-10)
Location	Stratford and Eastham

Our Vision

Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

College Values

-  **Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*
-  **Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*
-  **Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*
-  **Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*
-  **Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*
-  **Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

Equality of opportunity

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of children and vulnerable adults

The College is committed to safeguarding, promoting all learners' welfare, and expects its staff to share this commitment. All posts in the College are subject to a Children's Barred List check. All posts are subject to a Disclosure and Barring Service check at Enhanced Level.

Job Purpose

1. To undertake Lecturing and related duties and undertake specific course leadership.
2. To develop, provide and oversee the full range of professional services associated with programmes of teaching, learning, assessment, and student support in further and higher education.
3. To undertake these professional duties as a member of a learning area, and contribute constructively and creatively to:
 - service planning, target setting, monitoring, and review.
 - the planning and allocation of workloads and duties
 - the maintenance and improvement of service delivery
 - delivery of all forms of work-based learning (including apprenticeships)
 - support and assessment (may include delivery in off campus locations e.g. employer's premises)
 - improving efficiency and effectiveness in the use of resources and achievement of outcomes
 - establishing and maintaining effective team and other professional relationships
 - enhancing the team's performance and its accountability for such
4. To promote the College, its aims, policies, and corporate standards always
5. To ensure that the highest standards of customer service and care are always provided.

Key Duties and Responsibilities

Teaching

1. To teach in accordance with the College Standards for Teaching and the Promotion of Learning
2. Maintain current knowledge to teach subject matter to high standards and with purpose and authority.
3. Deploy a wide range of teaching and student-centred learning strategies that ensure (a) the most effective learning, continuation, achievement, and progression of students, and (b) the most effective use of teaching time and other resources and (c) ability to adapt teaching style to accommodate different student learning styles.

4. Stimulate and promote effective, student-centred, independent learning strategies for students of all levels of ability to achieve beyond their prior learning and their expectations.
5. Ensure full implementation of the College's admissions (entry) and induction phase activities for students.
6. Undertake continuous (formative) and summative assessments of students and apply assessment outcomes to improve teaching effectiveness.
7. Contribute to the development and design of course and course modules and Incorporate appropriate technologies to support high quality learning.
8. Contribute to planning and scheduling process of both student and learning and the overall programme.
9. Contribute to the development of learning resources and flexible learning strategies.

Marketing

1. Advise on the development of new business services and solutions, and new market opportunities.
2. Assist directly in the marketing of courses and the College generally, including liaison with schools, employers, training agencies, universities, and attendance at marketing events, and foster partnerships with other agencies where appropriate.

Quality

1. Ensure the full implementation of *course review, evaluation and development*, and other quality assurance processes as required by College policy; and work pro-actively to secure constant *quality improvement* and student completion and achievement of the highest possible standards.
2. Undertake regular and systematic monitoring of achievement of all targets set for your area of work. Monitor achievement towards stretching academic targets.
3. Undertake a pro-active role in the *performance review, quality audit, self-assessment, and staff development and training* processes.

Management of People, Resources and Processes

1. Undertake course leadership by managing the learning environment with a student-centred focus.
2. Collect, organise, and maintain information and other records as required by College policies and systems.
3. Undertake all administrative duties in accordance with College and any relevant external requirements.
4. Manage all resources under your control effectively and efficiently, and in accordance with College rules and regulations.
5. Assist with the specification of equipment, accommodation and other resources required for the full development of the team's programmes.
6. Work always as part of a learning area and undertake team leadership and management roles as required.

Guidance and Tutoring

1. Undertake the role of personal tutor to groups of learners.
2. Undertake entry phase activities such as the interviewing, assessment, selection, and induction of students.
3. Organise and supervise student placements as required.
4. Delivery of all forms of work-based learning (including apprenticeships)
5. Support and assessment, including where required off campus locations e.g. Employers premises.
6. Play a full role in the maintenance of *students' discipline*, operation of the College's student disciplinary policy, and the maintenance of high standards of campus life generally.
7. Ensure full implementation of College policy on *student representation* at course level.

General

1. To always maintain the highest standards of professional behaviour (including compliance with the *staff code of conduct*), and a positive and customer focused approach.
2. To promote the best image, reputation, and interests of the College at all times, and in all circumstances.
3. To always act in full compliance with any relevant statutory requirements and all College policies, rules, and regulations.
4. To partake in any duty or other rota as required.
5. To carry out such other duties consistent with the professional status of this post at the direction of your line manager, a member of the faculty directorate or member of the College Executive.

Person Specification

The following qualities are all deemed essential to the requirements of the post. The College will, therefore, be seeking evidence of these in the selection process, which will include application form, an assessment centre, interview(s) and references. The College is seeking to appoint highly skilled, dynamic, flexible, and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas to make an appointment.

Qualifications

1. An honours graduate, or relevant final professional qualification, or equivalent experience (note: in certain circumstances a specific subject or professional qualification may be required, e.g. ESOL/TEFL).
2. Teaching qualification PGCE QTS/QTLS
3. Level 2 English and Maths and ICT

A Good Understanding of and Strong Commitment to:

1. The principles underpinning the College's mission and strategic objectives, including equal opportunities.
2. Interacting effectively with a diverse student population and with work teams from diverse backgrounds
3. A business-like and customer focused approach to education and training
4. Widening access to further and higher education, and boosting student completion and achievement

Excellent Skills, Knowledge & Experience Related to:

1. Teaching/training and assessment within the specialisms of the post
2. Experience of teaching adult learners is essential.
3. Knowledge and experience of teaching on accredited and non-accredited ESOL courses, including RARPA.
4. Areas of business, industry, or public/voluntary service relevant to the courses' market

The Following Abilities:

1. To teach enthusiastically and professionally
2. To stimulate and promote effective learning among diverse and challenging learners.
3. Effective communication skills with customers (both as learners and as corporate clients), and professional colleagues
4. Effective and flexible teamwork within a professional environment
5. Ability to provide student feedback in a manner which supports and promotes high quality learning.

6. To utilise flexible work methods (including application of information & communication technology and learner digital skills) as a learning, assessment, and administrative tool
7. To undertake innovatory developments in all aspects of the curriculum and its delivery

A Successful Track Record of:

Previous employment (graduates without a previous employment history may be shortlisted in certain circumstances)

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.