

**Job Description**

**Teacher of English- HPL**

**Reporting to: Head of English**

**JOB PURPOSE**

# To deliver English qualifications to full time 16–19-year-old students studying on full time vocational programmes at the college.

# To deliver English qualifications to mature students.

**MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

**TEACHING AND LEARNING**

* To deliver high quality teaching and learning in your subject specialism(s).
* To produce and provide resources for students to facilitate effective learning.
* To use and apply digital technology to enhance the learning experience for students (e.g., ILT, VLE, specialist software / resources)
* To set, mark, record and feedback on student work / assessment, evidencing student progress and achievement.
* To maintain accurate registers and to track and report back on individual student progress.
* To supervise learners' conduct and comply with health and safety procedures, ensuring the welfare of the learners under your care.

**CONTRIBUTION TO THE WIDER TEAM**

1. To attend and contribute to course team meetings and departmental team meetings where applicable
2. To work closely with colleagues in developing and enhancing those areas and resources relating to your subject specialism
3. To participate in staff appraisal processes, and other staff development programmes, as appropriate
4. To comply with College administrative and quality procedures as required
5. To undertake staff development activities as identified by the College
6. To carry out all duties in accordance with local and legislative requirements relating to equal opportunities in such a way that no trainee is unfairly discriminated against in terms of race, colour, religion, disability, gender, etc
7. Willingness to undertake first aid training with a view to becoming a College first aider
8. Observation of the College’s Health and Safety regulations and procedures
9. To ensure that all requirements associated with data protection legislation are fully met
10. Any other duties as reasonably requested by the College
11. To adhere to College Safeguarding and Equality and Diversity policies and procedures

**PERSON SPECIFICATION**

###### Essential

* A relevant Level 3 or higher qualification in English
* A relevant teaching qualification or willingness to work towards (training provided)
* A strong record of Teaching and Learning
* Excellent communication and organisational skills
* Ability to work effectively with other team members and to meet deadlines

###### Desirable

* GCSE English and Functional Skills teaching experience, preferably in the post 16 educational sector
* A good working knowledge of the GCSE English and Functional specifications, quality systems and exam requirements