

## **JOB DESCRIPTION**

<b>Job Title</b>	Lecturer in English (0.8)
<b>Contract</b>	Permanent, Part-time, 0.8, through a year
<b>Job location</b>	Elm Park Campus, Stanmore
<b>Faculty</b>	EMES
<b>Reports to</b>	Curriculum Manager – English
<b>Salary Scale</b>	£26,904-£43,110 per annum (FTE salary) £21,523.2 - £34,488 per annum (Part-time salary)

### **Job Purpose:**

The main purpose of the role is to deliver high-quality English education that supports the retention, progress, and achievement of our learners. The English Lecturer will teach across a range of courses from Entry Level 3 to Level 2, including GCSE and Functional Skills. They will work closely with colleagues to design, deliver, and continually develop the English provision at Stanmore College main site and possibly our satellite partners, ensuring it is engaging, inclusive, and informed by their subject expertise, qualifications, and professional experience.

### **Duties Specific to the Post:**

- To deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To implement curriculum and course development and curriculum delivery within the area of work.
- To deliver inspirational teaching and access to learning across a range of programmes.
- To provide assessment opportunities in line with the relevant awarding bodies and requirements.
- To prepare and adapt teaching materials including assignments, reading lists, assessment papers and handbooks to enable all learners to progress and succeed at the appropriate level.
- Prepare and maintain course related paperwork such as project briefs, schemes of work, lesson plans and resource materials for teaching programmes.

- To undertake the necessary administrative tasks required for the effective operation of the programmes in this area to carry out moderation, assessment and verification.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.

**Supporting Students:**

- To interview and assess students ensuring ILP's are developed for individual learners needs.
- Assess students' progress regularly including the timely marking of work and giving feedback, both written and oral.
- Understand and keep up to date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
- Assessing, recording and reporting on the development, progress and attainment of students in line with college requirements.

**Course Management and Administration:**

- To work with colleagues to embed English into the vocational curriculum.
- To participate in student inductions and contribute to the design of induction programmes.
- Ensure your resources within your subject are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College's Learning Centre.
- Produce reports to provide information to parents/employers.
- Adhere to the departments quality assurance processes including internal verification of project briefs and the assessment of student work taken part in standardisation of grading decision meetings.
- Ensure all records are kept up to date, including the completion of registers, and other required documentation in a timely manner.
- Carry out students' questionnaires and elicit feedback on the quality of teaching and learning.
- Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
- Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
- Develop industrial links and employers with other professionals within the industry to maintain personal research or professional practice in own specialist area for personal progression development

**General:**

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Attend promotional events to publicise college and faculty activities and contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.
- Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that student receive effective learning support.
- Attend team meetings, College and external events as required.
- To participate in curriculum development and new course initiatives within the faculty and wider college.
- Contribute to the overall quality improvement plans and key performance indicators
- Ensure all data is handled in line with General Data Protection Regulations.
- Promote Equality, Diversity and Inclusion and adhere and fully implement the colleges policies and procedures relating to EDI.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

*We reserve the right to close this vacancy early, if we receive sufficient applications or source a suitable candidate. Therefore, if you are interested, please submit your application as early as possible*

**Closing Date:** Thursday, 22<sup>nd</sup> January 2026

**Interview Date:** Thursday, 29<sup>th</sup> January 2026

## PERSON SPECIFICATION

### **JOB TITLE: Lecturer in English**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>		
A good level of education including Maths & English at Level 2 (GCSE or Equivalent)	E	Application form/ certification
Degree in a relevant subject area or; Willingness to undertake Level 5 English qualification	D E	Application form/ certification
Full teaching qualification (PGCE, Cert Ed, DIT) or; the willingness to work towards one, supported by the College	D E	Application form/ certification Supporting Statement
<b>KNOWLEDGE &amp; EXPERIENCE OF:</b>		
Proven experience of teaching English GCSE and Functional Skills courses	E	Supporting statement/teaching assessment/interview
Knowledge and experience of the following:  Embedding English skills within vocational or real-world contexts to enhance learner engagement  Integrating digital tools and platforms to enhance teaching, learning, and assessment	E	Supporting statement /Certification/interview
Up-to-date knowledge of the subject area	E	Application form/ supporting statement/Interview
Teaching experience in the delivery of GCSE and Functional Skills English provision	E	Supporting Statement/ Interview
Sound Equality, Diversity and Inclusion practice and how to apply it in the relevant area of work	E	Supporting statement/ interview
A sound understanding of safeguarding and prevent. A	E	Interview / Application Form

commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.		
<b>OTHER SKILLS:</b>		
The ability and desire to engage and inspire vocational learners aged 16-19	E	Supporting Statement/ Microteach /Interview
Excellent Communication skills, both verbal and written.	E	Application form/ supporting statement/ written exercise/ teaching assessment/interview
Good administrative & organisational skills	E	Supporting statement/ interview
Good interpersonal Skills	E	Supporting statement/ interview
Good classroom practice	E	Supporting statement/ interview
Good digital skills and ability to use IT to deliver the curriculum	E	Supporting statement/ interview
Commitment to learners and learner achievement	E	Supporting statement /Interview
Commitment to implement College compliance procedures and other policies	E	Supporting statement /Interview
<b>ABILITY TO:</b>		
Motivate post-16 students to engage in English curriculum and make this relevant to professional and vocational contexts	E	Supporting statement/teaching assessment/ interview
Work as an effective team member	E	Supporting statement/ interview
<b>PERSONAL QUALITIES:</b>		
Ability to manage workload and priorities.	E	Supporting statement/teaching assessment/interview
Ability and determination to promote equality, diversity and inclusion throughout all aspects of college life.	E	Interview
Flexible approach to work	E	Supporting statement/ interview
Commitment to continuous personal development	E	Application form/ supporting statement/ interview