



English Lecturer	
Reporting to:	Deputy Head of English
Working Hours:	37.5 hours per week
Salary:	£32,630 - £35,496 per annum
Position Code:	PC A1
Annual Leave:	37 electable days, pro rata plus 8 statutory days

### Job Purpose

To deliver highly effective teaching, learning and assessment in English, ensuring that all students are supported, their individual needs are met, and they can maximise their potential and make positive progress towards their success in English and in their future study and employment.

### Duties and responsibilities of the role

#### Teaching, Learning, and Assessment

- As directed by Deputy Head of English, plan, prepare, teach, assess, report and monitor to ensure consistently effective lessons at a good or outstanding standard.
- Take opportunities to share teaching, learning and assessment (TLA) good practice with the English team and celebrate students' and others' successes.
- Liaise with relevant vocational Programme Managers to ensure opportunities are created and realised for students to be able to continuously develop their English skills in their chosen field of study.
- Use and apply modern pedagogical technology to enhance learning experiences in English. and to support progress for students, staying up to date with developing technologies and innovations.
- Prepare, adapt and effectively use schemes of work and lesson plans in line with College processes, collaborate with colleagues to promote consistency and habitually share good practice within the team.
- Comply with all coursework and exam/assessment calendars, ensuring cohesive assessment plans are in place, conduct and mark exams/assessments and log progress in line with awarding body requirements.
- Provide homework, extension activities and additional learning opportunities for students and give timely and constructive verbal/written feedback that students can engage with, so that their progress is supported throughout the academic year.
- Build positive relationships with students to promote high levels of student attendance to lessons and ensure prompt completion of registers to comply with College safeguarding expectations.

#### Quality Improvement



- Attend team meetings to engage with developments within the College, monitor and standardise practice, share information, and plan/implement improvements.
- Ensure and maintain standards and quality by engaging with and using the College quality systems, seeking support from line managers when required.
- Contribute to the evaluation of teaching, learning and assessment procedures to enhance the student experience, promote positive outcomes and support Continuous Professional Development (CPD).
- Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement.
- Show active contribution to departmental improvement by providing subject specific expertise and engaging with opportunities to support and learn from colleagues.

### **Professional Development**

- Participate fully in staff development activities to support Continuous Professional Development (CPD) within the English team and across the College.
- Produce and maintain a Professional Development Portfolio (PDP) to demonstrate impactful developmental activities and utilise this to establish development targets and strategies for further improvement
- Engage positively with the College performance management processes, including participating in annual appraisals to support personal and professional development and enhance student experience and outcomes.
- Complete all mandatory training as required in line with College expectations.

### **Other Responsibilities and Duties**

- Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional events.
- Build positive relationships with parents/guardians, prepare progress reports and participate fully in student progress evenings (whether in person or online)
- Contribute to, and support delivery of the departmental operating plan and the Plumpton College strategic development plan.
- Ensure equality of opportunity and promote diversity in all aspects of College life with reference to Ofsted vulnerable student groups and protected characteristics
- Utilise Plumpton's calendar of equality and diversity related events to support appropriate discussions and thematic work within your learning environment.
- Ensure all safeguarding policies and procedures are followed.
- Any other duties connected with the post as are reasonably required from time to time.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Person Specification</b>
Hold a relevant teaching qualification for level of programme/course (PGCE or equivalent)
Show evidence of high-quality teaching, learning and assessment provision
Level 2 or higher qualifications in both English and Maths.
Experience delivering English at Functional Skills <i>and</i> GCSE level.
Comprehensive and well-developed IT skills, particularly MS Office Suite (including but not exclusive to Word, Excel, PowerPoint, Teams, SharePoint, Forms)
Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s).
Clear understanding of the range of student academic and pastoral needs, how these may impact in and outside of the classroom, and how these may be met.
Knowledge of complex factors affecting student welfare, and implement best practice in promoting good student behaviour and well-being
Motivated to develop and update curriculum, teaching and learning materials in subject specialisms as part of continuous personal development and to support overall team development
Show skills in problem solving, communication and collaboration and demonstrate an overall flexible and adaptable approach, promoting high-performing teamwork and supporting student outcomes.

## CONDITIONS OF EMPLOYMENT

### Teaching

This is a teaching post, and the total teaching hours will be in the range of 850 to 950 hours per year. The number of teaching hours undertaken will depend on the nature of the teaching and the size of classes and any other allocated responsibilities.

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The full-time equivalent annual leave entitlement for this role is 37 working days, 8 bank holidays, and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes

life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.