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| http://staff-portal/publicdocs/Marketing/Logos/MC%20Logo%202019/MC_logo_stacked_RGB.jpg | Mission Statement ‘To provide education and skills that enhance the region’s economic and social prosperity’ |

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| Job Description | |
| Post Holder |  | |
| Job Title | Lecturer in English (Functional Skills and/or GCSE) | |
| Responsible to | Associate Director | |

**Key Strategic Objectives**

* To actively contribute to the College’s Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
* To hold and actively demonstrate the College’s Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself….
* Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Specifically the post holder's responsibilities will be as follows**

**Teaching and Learning**

* 1. Plan a program of study that meets the individual needs, interests, and abilities of all the students.
  2. Create a classroom environment that is conducive to learning and is developmentally appropriate to the maturity and interests of the students.
  3. Employ a variety of teaching techniques and resources consistent with best practices, specific content knowledge, the physical limitations of the space provided, and the needs and capabilities of the individuals or student groups involved.
  4. Implement Middlesbrough College’s Core Values through the Gold Standard of Teaching and Learning.
  5. Utilise diagnostic assessment tools to identify learning strengths and needs of every student, on a regular basis, for the purpose of intervention and/or acceleration toward academic achievement.
  6. Take necessary and reasonable precautions to assure safety in the classroom and the College for all students.
  7. Maintain accurate, complete, and correct records as required by Middlesbrough College and any statutory regulators.
  8. Implement all College policies and procedures governing student life and conduct.
  9. Make provision for being available to the students and to the parents for education-related purposes outside of the teaching day when required or requested to do so under reasonable terms.
  10. Maintain and improve professional relationships with colleagues.
  11. Actively participate in all professional development opportunities.

**Team Contribution**

1. To attend and contribute to course team meetings, section meetings, tutor and area team meetings where applicable.
2. To work closely with colleagues in developing and improving the current curriculum offer for programmes you teach on.
3. To partake in marketing and recruitment activities including open evenings, school tasters and visits, student profiling for publications, interview, induction, awards evenings, results day and enrolment etc.

**Other Duties**

1. To actively prepare all students for employment.
2. To support and promote equality and diversity to ensure quality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
3. To maintain and promote a healthy and safe environment to ensure students, visitors and staff are safe from harm.
4. To support and promote the safeguarding of all students, visitors and staff.

**Flexibility**

1. The post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined above.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Person Specification | Job Title No - LFS002 |

| **Category** | **Ref** | **Criteria Description** | **Method Of Assessment** |
| --- | --- | --- | --- |
| **1. Skills and Abilities** | | | |
| Essential | 1.1 | To have proven and effective communication skills. | Application/Interview |
| 1.2 | To be a reflective and creative practitioner. |
| 1.3 | To have good time management and organisational skills. |
| 1.4 | To have the ability to identify and disseminate good practice. |
| Desirable | 1.5 | To have up to date IT skills particularly in relation to e-learning. | Application/Interview |
| **2. Qualifications and Training** | | | |
| Essential | 2.1 | To hold a relevant qualification at Degree level. | Application/Verification of original certificates |
| 2.2 | To be a qualified Teacher or must be prepared to commence an appropriate teaching qualification on appointment to the post\*. |
| 2.3 | Grade C or above in Maths and English (or equivalent). |
| 2.4 | A commitment to undertake any mandatory training relevant to the role. | Application/Interview |
| 2.5 | To be willing to work towards Middlesbrough College’s Advanced Practitioner Programme. | Application/ Interview |
| Desirable | 2.6 | To hold a minimum Level 4 Subject Specialism and be willing to work towards Level 5 if necessary. | Application/Interview |

| **Category** | **Ref** | **Criteria Description** | **Method Of Assessment** |
| --- | --- | --- | --- |
| **3. Attitude / Disposition** | | | |
| Essential | 3.1 | To have a commitment to delivering outstanding Teaching and Learning. | Application/Interview/  References |
| 3.2 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College. |
| **4. Other Requirements** | | | |
| Essential | 4.1 | To have the initiative to work well on own and to be an effective team player. | Application/Interview |
| **5. Experience** | | | |
| Essential | 5.1 | Current, relevant experience of teaching on English programmes. | Application/Interview |
| Desirable | 5.2 | Experience of delivering both GCSE and Functional Skills English. | Application/Interview |

\* Please be assured of the College’s full support during this training

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| Contract Arrangements |

Academic Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines. Within your contract, the following salient features will apply:

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| 1. | Contract type | Lecturer  Full-time  Permanent |
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| 2. | Working week | 37 hours per week. |
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| 3. | Holiday | 45 days per annum plus statutory bank holidays  (holiday year 1 January - 31 December) |
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| 4. | Teaching Hours | 864 hours per annum based on full-time. |
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| 5. | Period of Notice | Three months |
|  | | |
| 6. | Salary Scales | Lecturer  Points 5 - 14 inclusive  £24,416 to £34,827\* per annum  For salary points 11.1 to 14, you will be required to achieve Gold Standard Lecturer status, meeting a set criteria in order to progress up the salary scale. Further details are available on request. |
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| 7. | Pension | Employees are eligible to join the Teachers’ Pension Scheme and the employee’s Pension Contribution Rate varies between 7.4% to 8.6% depending on salary. Further information will be provided on appointment to the post. |
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| 8. | Sickness | The Corporation’s Sickness Policy will apply and further information is available from the Human Resources Department on request. |
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| 9.  10. | Probationary Period  Disclosure & Barring Service Check | 12 Months.  From 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40 |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**

\**Subject to progression criteria*