

**Teacher in GCSE English and Functional Skills English**

**Job Description**

## Main Purpose of Job

To plan and deliver outstanding GCSE English lessons and/or Functional Skills English lessons at the College which will engage, motivate and inspire all learners to achieve.

**Teaching and Learning**

* To develop and implement teaching and learning strategies which ensure students are successful in GCSE and Functional Skills English.
* To promote student centred learning, ensuring all students have access to differentiated learning materials.
* To embed stretch and challenge so all students reach their full potential.
* To identify and implement strategies to ensure that the students’ learning experience is of the highest standard.
* To work with the Head of School for Pre-advanced maths/English to ensure resources on all sites of high quality.
* To support other teachers of GCSE and Functional Skills and mentor new tutors where necessary.
* To monitor attendance and retention in all classes to seek to ensure it is above national benchmark.
* To act as a course leader as required.
* To undertake standardisation duties as required.

**School of Pre-advanced English**

* To be involved with the promotion of the School of Pre-advanced English activities across the College and at external events.
* To contribute to course team activities including curriculum development and design of new programmes, seeking opportunities to extend provision within the local community.
* To provide enrichment and enhancement activities within the Pre-advanced English area.

**Pastoral**

* To take an active role in the selection, induction and support of students.
* To act as a personal tutor as required.
* To promote and safeguard the welfare of young people and vulnerable adults.
* To meet the individual needs of all students to ensure all have an equal chance of success.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Person Specification**

**Qualifications**

* Relevant degree or equivalent qualification
* Teaching qualification
* Evidence of continuing professional development

**Knowledge/Experience**

* Significant and successful teaching experience in GSCE English and/or Functional Skills English
* Experience of effective team working and promoting effective relationships between staff and students
* Ability to develop supportive working relationships with parents and other key stakeholders
* Knowledge of curriculum and assessment issues
* Awareness of curriculum developments and national initiatives in GSCE/Functional Skills English teaching
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues

**Skills/Attributes**

* Good inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole college experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours

**Post Information**

* Reports to Head of School for Pre-advanced Maths/English
* Hours - Full Time, Permanent
* Salary - £31,059 - £45,576 pro rata (Actual salary £18,635 - £27,345)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.