



# Job Description:

## Lecturer in English



## Lecturer in English

REF: SL0050-701

### The role:

At Southport Education Group we deliver English programmes at various levels to 16 – 19, adult learners and apprentices. Programmes include GCSE and Functional Skills. We are seeking to appoint a well-qualified, highly motivated, and innovative lecturer committed to enhancing our students' achievement and experience at Southport Education Group. You will ideally have an advanced English qualification (or equivalent combined with at least 2 years' experience of teaching English), a teaching qualification, and be committed to our students, your subject and the teaching profession.

The successful applicant will be dynamic, innovative and enthusiastic and will bring a fresh approach to teaching and learning that will revitalise the experience for all students.

This is an opportunity for you to make your mark and ensure excellent teaching and learning, helping us realise our potential to be the outstanding Southport Education Group of the future.

### Responsible to:

The postholder is responsible to the Curriculum Manager.

### Key Accountabilities and Responsibilities:

- To plan and prepare courses and lessons in the context of the subject's scheme of work to ensure all students are provided with every opportunity to realise their potential and achieve their aspirations and goals
- To teach, set and mark work appropriate to the needs of students to enable them to achieve the highest possible standards in their agreed learning programme
- To keep abreast of developments in the relevant subject(s)
- To support and contribute to the Southport Education Group enrolment process.
- To assess, record and report the attendance, progress and attainment of individual students through subject and Southport Education Group reviews, parents' evenings and progress meetings and references
- To liaise with other members of staff as relevant, Curriculum Manager, Teachers, Program Coach, Progress staff, Learning Support staff and Careers staff
- To liaise with the Southport Education Group exam team to ensure accurate and timely entries for exams and coursework submissions
- To ensure students have access to appropriate enrichment to facilitate their progression, for example, access to trips and visits, enrichment activities and/or other certificated provision, guest speakers

- To attend and contribute to Staff/Subject Meetings/Open Evenings as appropriate
- To share in and support the discipline, attendance, progress and wellbeing of individual students in line with Southport Education Group procedures
- To encourage full attendance, managing the behaviour and discipline of students in your classes
- To provide guidance and advice to students on relevant subject matters as appropriate
- To liaise with Parents, Curriculum Managers, Progress staff and other relevant Southport Education Group personnel as appropriate
- To assist with career development as appropriate including providing information and subject specific references for UCAS and job applications
- To monitor and encourage the involvement of students in a wide variety of extension and enrichment activities
- To be actively involved in the Southport Education Group's continuous development programme ensuring personal progress and growth
- To participate in the Southport Education Group Quality Programme
- To ensure subject provision and resources meet all relevant Health and Safety requirements, being aware of your Health and Safety responsibilities and ensure completion of Health & Safety training as and when required as laid out in the Southport Education Group Health and Safety Policy
- To ensure subject provision and resources meet all relevant Safeguarding and Prevent requirements, being responsible for Safeguarding and Prevent and promoting the health and welfare of all Southport Education Group students as laid out in the Southport Education Group Safeguarding & Prevent Policy
- To contribute to the overall Southport Education Group Marketing provision
- To act in accordance with all agreed Southport Education Group policies and procedures
- To undertake any such other duties as may reasonably be required

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the Southport Education Group operates.

## The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of an advanced English qualification (or an equivalent combined with at least 2 years' experience of teaching English) with knowledge through experience.	E	A
Possession of a recognised teaching qualification/or readiness to undertake in-service training.	E	A
Level 2 qualification or equivalent in Numeracy (or willingness to undertake and achieve within 2 years).	E	A

Experience		
Previous relevant teaching experience on English programmes	E	A/I
Evidence of successful achievement in terms of student outcomes	E	A/I
Evidence of high standards of classroom practice	E	A/I
Possession of relevant knowledge and expertise in Technology Enhanced Learning	D	A/I

Knowledge, Skills and Attributes		
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E	I
Ability to lead &/or work in a subject area and cross Southport Education Group team	E	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the Southport Education Group	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

## Salary:

£29,550.00 to £35,748.00 per annum

## Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 35 hours, which will include day and some evening work, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the Southport Education Group's website.

During their employment with the Southport Education Group the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the Southport Education Group. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the Southport Education Group's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the Southport Education Group's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the Southport Education Group's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the Southport Education Group's Child Protection and Vulnerable Adults Policy and Procedures are available on the Southport Education Group's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the Southport Education Group's Intranet.

## Timetable for Appointment:

**Deadline for receipt of applications: Friday 2<sup>nd</sup> August 2024 (10.00am)**

**Interviews will be held: Tuesday 13<sup>th</sup> August 2024**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

