

JOB DESCRIPTION

JOB TITLE:	Lecturer in English
DIRECTORATE:	Curriculum & Students
DEPARTMENT:	English and Mathematics
RESPONSIBLE TO:	Curriculum Area Manager
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on courses/ programmes within the department and support associated courses throughout the College, and carry out all associated administrative duties.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Learning**
 - 2. Curriculum Development**
 - 3. Pastoral Care**
 - 4. Administration**
 - 5. General Responsibilities**
- 1. Student Learning**
 - 1.1 Maintains a climate conducive to learning.
 - 1.2 Creates a climate for mutual planning with learners through effective communication, negotiation and advice.
 - 1.3 Diagnoses learners' needs and identifies potential barriers to learning.
 - 1.4 Designs programme content to satisfy identified learning needs.
 - 1.5 Adopts appropriate pedagogic techniques and materials to deliver the programme and meet the learning objectives.
 - 1.6 Organises and accompanies students on trips and visits.

2. Curriculum Development

- 2.1 Contributes to the development of new programmes of study and programme plans.
- 2.2 Writes programme aims and objectives.
- 2.3 Devises assessment specifications.
- 2.4 Evaluates and reviews the curriculum.
- 2.5 Conducts student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes.

3. Pastoral Care

- 3.1 Assists learners to choose the learning programme that most effectively matches their hopes and aspirations
- 3.4 Assists in the design of individual action plans and negotiates individual students' performance objectives
- 3.5 Helps learners identify and resolve matters which impede their progress.
- 3.6 Documents individual student progress as directed by the Head of Department.

4. Administration

- 4.1 Contributes to the effective and efficient working of the Department.
- 4.2 Maintains appropriate files and records.
- 4.3 Controls resources as directed by Head of Department.
- 4.4 Implements College policies and rules.
- 4.5 Acts as a tutor to groups of students.

5. General responsibilities

- 5.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 5.2 Complies with all College policies, practices and procedures.

- 5.3. Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
 - 5.4. Participates in and promotes the Professional Development and Appraisal schemes.
 - 5.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
 - 5.6 Takes responsibility for safeguarding and promoting the welfare of children.
- NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

BENEFITS OF WORKING AT CHELMSFORD COLLEGE

Why work for us? We offer our staff the following:

Work Benefits

- Generous annual leave entitlement – 50 days for academic staff
- Special Leave provisions
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave

- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

Health Benefits

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

Financial Benefits

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Pension schemes with the LPGS and with the Teachers' Pension Scheme
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon – The Princes Salon

Professional Development Benefits

- Excellent professional development opportunities – including 10 professional development days each year
- 1 Industry updating/Community Volunteer day each year
- Free membership to on-site library/learning centres

