



Application Pack

**Lecturer of English (GCSE/ESQ)
(Maternity Cover)**

**0.8 contract, Fixed Term
(September '24 – April '25)**

Start Date: September 2024





March 2024

Dear Applicant

Thank you for expressing an interest in applying for this post. I hope you find the following information about the College and department helpful in deciding whether or not to apply.

I am hugely proud to lead the English and Mathematics team across Coleg Gwent. We offer our staff excellent guidance, support and ongoing development whilst working in highly inclusive environment; all we ask for in return is your commitment to achieving excellence, your ability to inspire others and a passion for your subject.

If you wish to have an informal discussion regarding the post, please contact Suriya Khatun, Leader of Learning for English: Suriya.Khatun@colegwent.ac.uk

If appointed, you can be sure that you will be warmly welcomed into a friendly and supportive team of talented and committed staff.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Mark Harding".

Mark Harding
Head of English, Mathematics & Skills



About the role - what are we looking for?

Coleg Gwent is looking for an inspiring and enthusiastic Lecturer of English who is able to, to join our dedicated team of professionals at our college. This is an exciting opportunity to join a high achieving and forward-thinking department within a highly successful college.

Over recent years, we have had significant success in appointing staff moving across from school settings. We understand that the move into FE can be daunting at first, but we provide significant support and guidance at every step of the way.

You will be a committed and inspirational teacher, with a proven track record of excellent classroom practice who is ambitious for further career progression. The role also provides an excellent opportunity for you to develop your skills within a supportive and progressive college.

You will work as part of a dedicated team of professionals, under the guidance of the Leader of Learning for English, to ensure high quality teaching and provision for learners across the full ability range within this large and dynamic department.

The successful candidate will be a member of the team delivering GCSE English and Essential Skills Communication. In this role, you will develop learner's traditional English skills such as oracy, presentation, reading and writing skills.

The successful candidate will work four days a week from Tuesday-Fridays.



Method of appointment

If you are shortlisted for interview, the process will be as follow

30 - 45 minute micro teach

30 minute work related task

30 minute subject knowledge test

30 minute formal interview

Please complete the application in full, ensuring you have addressed all the “essential” criteria on the person specification.

The successful candidate will take up post in September 2024.



About the Department of English & Mathematics at Coleg Gwent

The Department of English & Maths at Coleg Gwent is a successful and vibrant department with a keen ethos for team work and high achievement. It is a cross college department servicing academic and vocational courses with GCSE and / or Essential Skills for those learners who have yet to achieve a C, or above, in GCSE English Language and/or GCSE Maths.

The department has two learning areas, Maths and English which are under the leadership of the Head of English & Maths. The Head of English & Maths is supported in his role by a Leader of Learning: Maths - GCSE / Essential Skills and a Leader of Learning: English - GCSE / Essential Skills.

The Department is well resourced with interactive whiteboards and projectors in a suite of classrooms. It has transformed over recent years. We have introduced a more conceptual approach to the delivery of English to give learners the best possible chance of achieving their qualifications. All schemes of learning are innovative in preparing learners for the demands of the GCSE English Language specifications.

All learners studying GCSE English follow the same Scheme of Learning which leads towards all learners sitting the GCSE English Language qualification in May/June. The department targets are based on grade progression rather than A* - C.



Job Description

English Lecturer (GCSE / Essential Skills) – Maternity cover

Department: English & Mathematics
Location: Crosskeys
Reports to: Leader of Learning - English

Job Purpose:

As the Lecturer in English, you will be responsible for teaching English across a range of courses, including GCSE and Essential Skills. You will join the cross-college English and Maths Team who are responsible for the delivery of English and Maths to learners in different schools, of different ages, and on different modes of study

Teaching and Assessment:

To implement effective teaching strategies on a variety of courses and programmes.

To deliver teaching strategies using a variety of teaching methodologies to accommodate different levels of ability and the demands of different curricular areas and activities.

To prepare and update course content and materials and assignments to ensure relevance to the learning situation and curriculum initiatives.

To deliver teaching on full time, part time day and evening courses as required.

To take responsibility for course/ personal tutor-ships and assist with the welfare, guidance, counselling and induction of learners as required.

To assess, record and evaluate learner progress and course work and provide constructive feedback and guidance to encourage learning and improve the quality of the learning experience for learners.

To ensure that all learners receive appropriate enrichment activities and support services

To oversee and take responsibility for practical projects both internal and external to the College and visits to alternative venues.

Quality, Development and Marketing

To carry out internal/external verification activities and comply with the internal quality systems and processes

To work with colleagues to develop courses as appropriate to meet local, industrial and commercial needs.

To liaise with a range of agencies as required, such as student placements and feeder schools.

To actively participate in the marketing and promotional activities.



To participate in Open events as requested and in the interview and selection process for prospective learners.

Team Contribution

To attend and contribute to team meetings.

To be supportive of colleagues and assist in the development of the team working

To provide regular and constructive feedback to the Senior Curriculum Leader - Skills and other managers as required/ requested

To provide advice, guidance and support to staff, within a designated school, to embed opportunities for the development and assessment of learners' English/literacy skills within the curriculum.

Administration

To maintain accurate registers and associated documentation in line with Financial Procedures

To manage learner records in line with Management Information Services procedures

To meet the administrative demands of validating and examining bodies

Policy and Procedure

To comply with all College Policies and Procedures including Financial Regulations and Procedures.

To ensure equality of opportunity in service delivery and course content

To undertake all duties in line with Health & Safety Policy and undertake risk assessments as appropriate

To ensure that all activities are compliant with the General Data Protection Regulations.

To promote the college's core values and incorporate them into all aspects of the role.

To be responsible for supporting and supervising learners, including taking action to ensure acceptable behaviour at all times

Note:

1. As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.
2. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.
3. This description is not intended to establish a total definition of the job, but an outline of the duties.
4. All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.



Person Specification English Lecturer (GCSE / Essential Skills)

Criteria	Essential	Desirable	Assessed by
Qualifications & Specialist qualifications			
A good honours degree in English	✓		Application form
5 GCSEs including maths and English or equivalent	✓		Application form
A Level in English Language at grade C or above	✓		Application form
PGCE/Cert. Ed	✓		Application form
Assessor and IV awards or willing to work towards within a specified time period after appointment		✓	Application form
Knowledge			
Significant and successful proven track record of classroom experience of teaching GCSE English Language in a school or FE setting	✓		Application form
Significant and successful classroom experience of teaching Essential Skills Communication in a school / WBL or FE setting		✓	Application form
Have a proven track record of excellent examination performance at GCSE level	✓		Application form/Interview
Good classroom management skills	✓		Interview
Teach consistently to an 'excellent' standard	✓		Interview
An understanding of associated tracking and recording requirements to meet the needs of learners	✓		Interview
Excellent written and oral communication skills	✓		Application form/Interview
Sound knowledge of the new GCSE English Language specifications	✓		Application form/Interview
An understanding of quality procedures and processes	✓		interview
Knowledge and understanding of the importance of completion and attainment rates	✓		Interview
Skills & Attributes			
Excellent interpersonal and presentation skills	✓		Interview
Ability to work under pressure and meet deadlines	✓		Interview
The ability to plan and organise effectively	✓		Application form /Interview
Ability to establish positive working relationships with colleagues	✓		Interview
Ability to use a range of IT packages to enhance teaching and learning	✓		Application form / Interview
Ability to produce high quality documentation and recording	✓		Application form

Additional Requirements

Able to travel as required to fulfil the requirements of the role.	✓		Application form
Be able to work evenings and to comply with changing timetable requirements		✓	Interview
Willingness to work on any Coleg Gwent campuses		✓	Application form/interview
Ability to speak the Welsh Language		✓	Application form