



Job Description

Post Title: English Teacher

Purpose:

To Coordinate the planning, delivery, and teaching of English to learners with Social, Emotional and Mental Health difficulties (SEMH) and Learning Difficulties and Disabilities at the college. To undertake teaching to small groups and one-to-one as well as marking and assessment of learners' work, including associated monitoring tasks and activities. Support liaison and promotion of college provision and support learners' preparation for adulthood.

Responsible to: College Principal

Duties and Responsibilities:

- To undertake the planning and teaching of English suited for learners with SEMH and other learning difficulties.
- To develop and deliver courses for learners at Entry level, Level 1/2 and GCSE level and registering learners for appropriate examinations and monitoring success and achievement.
- To liaise with other course tutors and centre lead/managers to plan and support learners' progression and transition.
- To contribute to the development of accredited and non-accredited courses for all learners based within the discrete courses in the School of Personalised Learning.
- To contribute to the review and refinement of college schemes of work.
- To review courses and contribute to end of course evaluations and Self-Assessment Review.
- To comply with all curriculum planning and quality assurance processes, including the monitoring and recording of learners' academic and personal progression
- To prepare lessons and teaching resources for course delivery
- To ensure best possible outcomes for all from the learning programme
- To provide advice and information to learners and prospective learners on matters relating to the course



- To monitor, evaluate and record learner' progress and help them record their achievements.
- To keep records of learners' progress
- To update and develop own knowledge, skills and understanding of subject and teaching skills.
- To prepare and ensure materials are available for learners.
- To abide by and comply with all quality procedures that are undertaken by the college as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility.
- To undertake summative and formative assessment of learners work and support learners' attainment of qualifications.

Personal Specification:

- Teaching qualification and experience in teaching learners with SEMH, LDD (PMLD and SLD experience desirable)
- Relevant degree and / or professional qualification relating to the delivery of English.
- Strong and demonstrable commitment to safeguarding, effective tutoring skills, pastoral care, and learner support.
- Experience of teaching learners on programmes from Entry Level to GCSE
- Excellent interpersonal and communication skills
- Ability to work with groups and individuals and implement change.
- Analytical skills for effective planning and use of data.
- Ability to work under pressure and to deadlines.
- Ability to work on your own initiative and take responsibility for decision-making, where appropriate
- Ability to work as a member of a team.
- Knowledge and understanding of Safeguarding,
- An understanding of equality and diversity issues and the ability to apply these within the learning environment.
- An understanding of the diversity of a post-16 specialist college