Luminate
EDUCATION GROUP

Job Description

Organisation:	Leeds City College
Primary Organisation Supported *(only use this field for LEG service member of staff)*	N/A
Core Job Role:	Teacher (English)
Job Title:	Teacher (English)
Reports to:	Course Leader for English
Grade	T2
Date of compilation:	08.06.2023

ROLE SUMMARY:

The School of Enterprise and Employability offers a wide range of study programmes and apprenticeship opportunities to both 16-18 and 19+ learners. Our course offers range from Level 1, for learners who may be applying to college with limited previous experience of qualifications through to Level 2 programmes of study which enable students to progress to higher education or supervisory positions within the industry.

We are seeking a passionate and experienced English teacher to join our dynamic team in the Enterprise and Employability department. In this role, you will have the opportunity to inspire and empower students through the study of English, whilst also integrating enterprise and employability skills into the curriculum. Join our dedicated team and inspire the next generation of English learners to become confident communicators, critical thinkers, and successful individuals in enterprise and employability. If you are a passionate English teacher with a drive to integrate real-world skills into the curriculum, we invite you to apply for this exciting opportunity.

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, session plans, teaching and learning resources, learning and assessment plans.

2. Deliver and assess essential knowledge and understanding to learners through formative and summative assessments.

3. Create individual SMART learning targets linked to learner study programmes/courses.

4. Be responsible for recording student progress through Central and College trackers.

5. Maintain and update knowledge of Pastoral, Curriculum and Projects to allow for cross curricular links between subjects.

6. Maintain and update knowledge of educational research to develop evidence-based practice through CPD opportunities.

CORE RESPONSIBILITIES:

7. Motivate and inspire students to achieve targets and develop their skills to enable progression.

8. Reflect on teaching strategies; to meet the diverse needs of students

9. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology

10. Carry out internal verification/moderation/standardisation for mock exams and assessments

11. Plan, prepare and develop effective schemes of work, lesson plans, teaching and learning resources including the development of online learning resources for digital platforms

12. Deliver inspiring sessions using a wide range of teaching methods to engage and motivate students

13. Develop and employ effective assessment activities in line with the Curriculum Map

14. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress over time.

15. Create SMART targets, record and monitor progress against them. Implement one to one or small group targeted, intervention sessions to develop reading and writing skills

16. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.

17. Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning

18. Carry out internal verification duties in line with quality assurance processes.

19. Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.

20. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.

21. Contribute to the marketing of courses, learner IAG and enrolment processes.

22. Participate in student recruitment activities, including interviews and parent/open evenings.

23. Maintain and actively engage in quality and professional standards.

24. Participate, as appropriate, in the College's examination process.

25. Ensure that effective Induction programmes are delivered for learners.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

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Job Title:	Teacher (English)
Department	Enterprise and Employability

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject - English	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector.	A / I / P
D	Q5. Holds Assessor/IV Award or willingness to work towards within 2 years	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles.	A / I / MT
E	EK2. Experience of positively managing student progression, advice and guidance in a school or Further Education setting	A / I
E	EK3. Experience of setting appropriate SMART targets to ensure progression of learners	A / I / T
E	EK4. Knowledge of current teaching practices and experience of utilising a range of teaching practices to enhance learner journey and progression	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Ability to plan and deliver quality teaching across identified modules	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I / MT
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T

| D | SC6. Ability to provide productive insight into the review process and development of identified courses | A / I |

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I