**Part Time Hourly Paid Lecturer ESOL**

**School/Service: Further Education**

**Hours: Variable**

**Salary/Grade: £20.37 Per Hour + £4.85 holiday pay**

**Reference Number: 3960**

**Responsible to: Head of Adult Education**

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**The Position**

As a part time hourly paid lecturer you will assist in fostering a rich learning environment by teaching clearly structured lessons or sequences of work via courses delivered on a range of days both in college and at different community venues throughout the year. You will be committed to excellence, offering the very highest standards in teaching. You will also be expected to be contribute towards course marketing.

**Main Duties and Responsibilities**

1. Teaching & Attendance as required by your contract
2. Setting, Marking & Recording of Students Work including Assessments as necessary
3. Maintenance of Class Registers, Work Programmes & Records in your area of work
4. Provision of Returns/Records for Internal and/or External Use in your area of work
5. Preparation of Reports & References for Students as necessary in your area of work
6. Participation in Course & Curriculum Development and Course Monitoring & Review as required
7. Attendance at Course Team Meetings as required
8. Undertaking of Staff Development Activities as necessary
9. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
10. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
11. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
12. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Head of Adult Education

Date: September 2022