

Post Title	English Functional Skills/ GCSE Lecturer
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Main Grade Lecturer Scale
Hours	37 hours per week Average 24 hours per week (864 hours per annum) teaching contact
Responsible to	Head of Department
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.</p> <p>A full DBS Certificate via the Disclosure and Barring Service will be required for this post.</p>
Closing Date	Sunday 22 March 2026
Post No.	A719

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for futures roles as appropriate

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To teach across GCSE and Functional Skills English from entry level to level 2.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

We are seeking a dedicated and resilient English Teacher to join our team and work with students who present with challenging behaviours, Special Educational Needs and Disabilities (SEND), and those who have been excluded, disengaged, or home-educated. This is a unique opportunity to make a meaningful impact by re-engaging learners and helping them achieve their full potential in a supportive and inclusive environment.

- Plan and deliver engaging, differentiated English lessons tailored to meet the needs of individual learners, including those working at varying levels of ability.
- Use creative and innovative teaching strategies to inspire students and rekindle their interest in education.
- Incorporate functional English skills to ensure students develop practical language and literacy abilities.
- Build positive relationships with students to establish trust and a safe learning environment.
- Implement effective behaviour management strategies to address challenging behaviours while promoting self-regulation and personal development.
- Foster resilience and motivation in students, encouraging them to persevere despite their personal challenges.
- To teach on GCSE and Functional Skills English Language to a range of learners including 14-16 year olds, 16-18 and 19+;
- To develop and design appropriate learning materials for a variety of learners,
- To prepare, mark, assess and record students work as necessary to meet quality assurance and self-assessment requirements within deadlines;
- To implement appropriate college quality assurance procedures and carry out relevant recording and administrative tasks to meet deadlines;

- To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous performance and improvement within the provision;
 - To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate;
 - To ensure maximum engagement by your students resulting in English and Maths achievement rates of at least the national average;
 - To promote links with employers & external bodies and liaise effectively as required;
 - To participate in curriculum development and promotional aspects of the curriculum and School such as open evenings and parent evenings;
 - To attend relevant Department /college team meetings in line with college requirements;
 - To function as an effective team member within the Department and across the college, as appropriate;
 - To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
 - To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
 - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
 - To participate in the College's Performance Review scheme and undertake professional updating/staff development as required to meet the needs of the Department and College;
 - To be fully conversant with the college's equality and diversity aims and objectives; and take appropriate positive action in the promotion and delivery of equality & diversity targets;
 - To be fully conversant with and implement the college's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff;
 - To follow and implement Our College Behaviours
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in English or a related subject area
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or be willing to work towards);
- Qualified to Level 2 (GCSE Grade A*- C or equivalent) in English and maths;
- Recent relevant experience of teaching English to a high standard in the FE or school sector ;
- Experience of working with young people with SEND, High Needs and or behavioural issues;
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Interest and understanding of current educational initiatives;
- Ability to work flexibly and on own initiative to meet the needs of the college;
- Ability to motivate staff and work effectively as a team member;
- Ability to achieve consistently high standards under pressure;
- Willingness and ability to liaise effectively with external bodies and agencies;
- Willing to undertake professional development linked to the needs of the college;
- Computer literate;

DESIRABLE REQUIREMENTS

- Experience working in alternative provision, PRUs, or similar educational settings.
- Knowledge of trauma-informed practices and restorative approaches to behaviour management.
- Additional training or qualifications in SEND, mental health, or behaviour management.
- Experience of being a programme leader;
- Experience of teaching on GCSE and Functional Skills programmes;
- Knowledge of relevant legislation, policy and guidance relating to Children and Young People's Services and SEND;
- Ability to apply ILT techniques within teaching;
- Knowledge of current initiatives in FE/HE spheres;
- Sound knowledge of quality issues in FE and HE;
- Experience in standardisation of functional skills;