Subject Leader - Embedding English in Vocational Subjects
Birmingham Adult Education Service
£24,618 - £27,976*
Aston Learning Centre, Aston, Birmingham
Fixed-Term position 01 September 2017 to 31 August 2018.

36.5 hours per week. Full time 1.0. Although applications for 0.8 will be considered.
The Subject Leader for Embedding English supports tutors of vocational subjects across
Birmingham Adult Education Service to develop their learners’ English skills, by working
effectively with curriculum staff at all levels, training and supporting tutors and other staff,
developing the use of individual learning plans to set English targets, maintaining schemes of
work and initial assessments with embedded English, and monitoring the quality of the
embedding and marking of English across the Service.

This post includes teaching in the English curriculum area for one or two days per week.

The successful applicant will hold a Level 5 teaching qualification, an English qualification of at
least Level 3, a track record of good or exceptional English teaching, have excellent
interpersonal and organisational skills, a commitment to driving up quality and evidence of
flexibility, as occasional evening and Saturday work is required, as is travel to our various sites
in Birmingham.

The successful candidate will work closely with the Subject Leader for Embedding Maths in
Vocational Subjects.

Ref: PL1062017

Closing date: 05 June 2017

*This role is on Birmingham Adult Education Service terms and conditions and salary scales
rather than standard BCC ones. The starting salary is equivalent to scale point 28 of a BCC
Grade 3 post, and goes up to scale point 32 of a Grade 4 post. The post-holder will be enrolled
in the Teachers’ Pension Scheme.

A Disclosure and Banning Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non
UK and non EU applicants are required to apply for a Certificate of Sponsorship from
Birmingham City Council and must be approved by the UK Border Agency (UKBA) before
any employment offer can be confirmed.”
JOB DESCRIPTION updated 04.08.16

JOB TITLE: Subject Leader – Embedding English in Vocational Subjects
GRADE: BAES 03SLEC
Equivalent to BCC Grade 3 SCP 28 – Grade 4 SCP 32,
NO OF POSTS: 1

JOB NO: 70060794
DIVISION: Place
SECTION: Birmingham Adult Education Service

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To support BAES tutors in embedding English effectively into their teaching, learning and assessment.
1.2 To develop and disseminate high quality teaching and learning resources, including ILT, which promote interactive and independent learning.
1.3 To monitor and implement quality assurance processes across the service.
1.4 To support the development of tutors in specified areas.
1.5 Undertake an agreed number of teaching/training/assessment hours per year.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To liaise with Curriculum Leaders to agree priorities in each vocational area for the development of learners’ English skills.
2.2 To work with curriculum staff to devise initial and diagnostic assessments which incorporate English assessment and ensure learners are on the right course.
2.3 To work with curriculum staff to develop core Schemes of Work for specified programmes which include embedded English, ensuring consistency across BAES.
2.4 To devise and update action plans for the development of English skills in vocational courses.
2.5 To support tutors to follow BAES policies and procedures relating to teaching, learning and assessment.
2.6 To provide support to vocational observers and managers in what to look for re English skills development in OTLAs, including carrying out joint observations and classroom visits.
2.7 To undertake Observations of Teaching, Learning & Assessment (OTLAs) and walkthroughs as directed by the Head of Performance and Standards.
2.8 To keep up to date with best practice in embedding English, and ensure tutors are regularly updated.
2.9 To develop and share effective teaching materials which promote interactive and autonomous learning, including developing and maintaining specified Moodle sites, and supporting tutors to embed ILT into their practice.
2.10 To support vocational tutors to devise and collate effective learning materials, including electronic materials, which facilitate the development of English skills in vocational areas.

2.11 To facilitate the sharing of good practice in the specified subject/level across BAES.

2.12 To attend or arrange meetings to further the embedding agenda, as agreed with line manager.

2.13 To keep and collate accurate records of meetings and tutor support in a format specified by the line manager.

2.14 To plan and deliver staff training and development, including subject-specific training workshops.

2.15 To provide individual support through coaching and mentoring, as agreed with line manager.

2.16 To undertake teaching for up to 5 sessions per week, as directed by line manager, to meet the needs of the Service. May be expected to teach one evening per week or one session at the weekend.

2.17 To teach alongside vocational tutors in order to model effective teaching techniques and increase own familiarity with vocational subjects.

2.18 To participate in the BAES My Appraisal scheme and to contribute to the identification of own and Service development needs.

2.19 To undertake training and development as agreed with line manager to support fulfilment of the job role.

2.20 To participate in Peer Observations.

2.21 To participate in Supported Experiments and share the outcomes of these with colleagues.

2.22 To be a reflective practitioner, critically evaluate own practice, identify areas of strength and areas of development and seek out appropriate development opportunities.

2.23 To actively promote Equality and Diversity in all aspects of your own work and that of others.

2.24 To work within Health and Safety legislation and BCC Health and Safety and Safeguarding and PREVENT policy at all times to ensure the health, safety and well-being of learners and staff.

2.25 To comply with and promote the City Council’s framework of policies and procedures at all times. Key policies include Equality and Diversity, BCC Code of Conduct, Safeguarding, Health and Safety, Probation, Managing Performance and Disciplinary.

2.26 To comply with BAES’s policies and procedures at all times. Key policies include OTLA Policy, Mentoring Policy, Peer Observation Policy, and Marking Policy.

2.27 To undertake additional tasks and responsibilities, appropriate to the grade, possibly at short notice, which are necessary for BAES to meet its obligations to learners, the SFA or BCC, which may be reasonably required.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of Performance and Standards

JOB NO: 80044626
3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

5.1 Annual leave should not normally be taken during main enrolment periods or term time.
5.2 Some duties must be undertaken on site whilst others, with the agreement of the line manager, can be undertaken elsewhere.
5.3 Time, location of work and work base may change to respond to the needs of the Service.
5.4 Evening and weekend work may be required.
5.5 Travel between sites required for which a casual car user's allowance will be paid. (Travel between home and work not included).
5.6 DBS check required if the member of staff is allocated work based in a school or a children's centre, will be working with adults who are vulnerable, or is a member of the safeguarding team.
5.7 This vacancy is exempt from the Rehabilitation of Offenders Act.
5.8 This job description will be reviewed and updated at intervals when necessary.

Right to Work in the UK documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed.
**Person Specification**

**Post:** Subject Leader – Embedding English in Vocational Subjects

**Grade:** BAES 03SLEC (Equivalent to BCC Grade 3 SCP 28 – Grade 4 SCP32)

**Section:** Birmingham Adult Education Service

**Directorate:** Place

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• A teaching qualification at a minimum of Level 5 e.g. DTLLS, Cert Ed, PGCE, IRR. Candidates who do not hold this upon appointment will be required to gain it within two years as a condition of employment.</td>
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<td>• An appropriate Subject Specialist qualification at minimum Level 3 or equivalent commercial experience/technical expertise. If a subject qualification is not held, gaining one within two years of appointment may be specified as a condition of employment in the letter of appointment.</td>
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<td>• Candidates holding neither a teaching qualification nor a subject qualification/equivalent expertise will not be shortlisted.</td>
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<td>• A minimum of a Level 2 (GCSE A*- C or equivalent) English qualification. Candidates who do not meet this criterion will not be employed.</td>
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<td>• A minimum of a Level 2 (GCSE A*- C or equivalent) Maths. If this is not held, gaining it within two years of appointment will be a condition of employment.</td>
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### Experience
(Relevant work and other experience)

- Substantial experience in effective course planning, individual learning planning, assessment and delivery, creating and adapting innovative resources including ILT.
- Substantial experience of teaching a relevant subject or subjects.
- Substantial experience of teaching adults.
- Substantial experience of delivering accreditation.
- Experience of contextualising English or Maths skills development to a range of real-life situations.
- Experience of producing detailed and highly effective schemes of work, session plans and ILPs.
- Experience of giving constructive feedback to learners and tutors in order to promote improvements.
- Experience of actively and effectively promoting equality and diversity in the classroom.

### Skills & Ability

**e.g. written communication skills, dealing with the public etc.**

An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**

- Ability to plan and direct own work within service guidelines, by identifying what is required, devising action plans to bring about improvements, communicating plans to others and involving them where needed, and implementing plans effectively.
- Ability to plan time effectively, to prioritise and achieve timely completion of tasks.
- Ability to support and motivate tutors to develop learners’ English or Maths skills.
- Ability to assess performance against external and internal standards.
- Ability to provide constructive feedback.
- Ability to set and monitor progress towards targets.
- Ability to plan and deliver highly effective teaching, learning and assessment.
- Ability to communicate effectively and accurately in writing.
- Ability to communicate clearly and effectively verbally.
- Ability to effectively develop learners’ English or maths skills and to support others to do so.
- Effective interaction with people (individuals and groups) through well-developed interpersonal skills.
- Ability to use IT packages and systems, e.g. Word, PowerPoint, Smartboard and Moodle to devise
resources and deliver learning.
- Self-motivated and passionate about teaching, learning and assessment.
- High level of expertise in the relevant subject.

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<td>• Willingness to undertake mentor training and appropriate accreditation (currently level 5 accredited by Coventry University) within two years of appointment</td>
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<td>• Willingness to undertake observer training within two years of appointment</td>
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<td>• A track record of active engagement with continuous professional development and application of learning to own practice.</td>
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<td>• Critical awareness of strengths and areas for development in own practice and positive attitude towards improving practice or performance.</td>
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<td>• Thorough understanding of the features of good teaching, learning and assessment that meets the quality standards required by Ofsted, ETF, accrediting bodies and stakeholders.</td>
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<td>• Thorough, up-to-date knowledge of relevant subject(s).</td>
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<td>• Thorough understanding of how to support learners to develop their English or Maths skills.</td>
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<td>• Good knowledge of relevant websites and materials.</td>
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<td>• Knowledge of the different aspects of equality and diversity and practical understanding of how to promote it in the classroom.</td>
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<td>• Willingness and ability to travel on a frequent basis to a variety of sites across Birmingham to support tutors.</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.