



NATIONAL HORSERACING COLLEGE JOB DESCRIPTION	Ref: HR1-27 Revision Date: 24/09/2026 Revision: 6
---	--

POST TITLE: English Lecturer

DEPARTMENT: Skills for Life

SUPERVISOR: Lead English & Maths Lecturer / SENCO

LINE MANAGER: Training Manager

DATE COMPILED: May 2016

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and: -

- with full regard for National Horseracing College's equality and diversity, health and safety and safeguarding children and young people, prevent duty and British values requirements.
- to achieve individual and team targets assigned through the College's annual planning and staff appraisal processes.
- subject to the Trust's approved strategies, policies, and procedures.
- any breach of confidentiality in relation to the sensitive information of college staff or learners, is considered a dismissible offence.
- motivate and inspire learners, help improve their confidence, self-esteem and resilience

This job description sets out the duties of the post at the time of preparation, but these may vary. Any changes to the duties and responsibilities are implemented after consultation with the post holder. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

Lecturers are accountable for the design, delivery, and assessment of learning programmes within the appropriate curriculum area(s).

MAIN DUTIES

1. Curriculum Delivery

- 1.1 To deliver guided learning hours (GLH) at the National Horseracing College for Foundation and Doncaster Equine College Learners, and occasionally in the workplace.
- 1.2 To conduct initial assessments and diagnostics to identify learner needs.
- 1.3 To research and prepare learning materials.
- 1.4 To assess learners in accordance with awarding body specifications.
- 1.5 To contribute to the internal verification of assessments.
- 1.6 To ensure the efficient use of resources.
- 1.7 To maintain records of attendance and registers as required.
- 1.8 To maintain records on learner progress and attainment i.e. for the particular units'/learning outcomes.

2. Learner Support

- 2.1 To provide pre-entry advice and guidance to potential learners prior to enrolment.
- 2.2 To select and co-ordinate the induction of learners.
- 2.3 To provide personal tutorial support, pastoral care and guidance including the completion/maintenance of any associated administrative documentation.
- 2.4 To ensure good progress and attendance of learners.
- 2.5 To support and encourage learners to access any additional support as required.
- 2.6 To conduct regular learner review exercises and report findings accordingly.
- 2.7 To apply the learner disciplinary process when necessary.

3. **Programme Management**

- 3.1 To organise and administer programmes including the preparation and maintenance of programme management file/s and inputting relevant data onto PICs and / or Smart Assessor.
- 3.2 To attend regular team meetings to ensure the integration of team activities.
- 3.3 To ensure student views are considered in programme development.
- 3.4 To undertake regular programme self assessment and review exercises.
- 3.5 To provide the Lead English & Maths Lecturer / SENCO with necessary information on statistics.
- 3.6 To assist with the publicity and promotion of programmes.
- 3.7 To contribute to the continuous development of the curriculum area ie improving quality standards, adapting provision to meet changing needs etc.
- 3.8 To encourage the whole organisation approach to Skills for Life.

4. **Professional**

- 4.1 To contribute to continuous improvement and the sharing of good practice across the college.
- 4.2 To participate in formal and informal professional development activities in order to enhance contribution.
- 4.3 To contribute to the maintenance of a positive and motivating learning environment.
- 4.4 To contribute to the Education Inspection Framework.
- 4.5 To contribute to train and support staff at the National Horseracing College to deliver Functional Skills training.

OTHER DUTIES

To work as a member of the Skills for Life team, undertaking any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

☒ regular visual display unit (VDU) use	☐ normal vision/normal colour vision* is essential
☒ driving vehicles	☐ working in a noisy/dusty* atmosphere
☐ preparing, handling or cooking food	☐ use of/working near* machinery
☐ working in a food preparation area	☐ use of hazardous substances
☒ lone working	☐ working at heights
☐ other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.