



Job Description:

Part-time Associate Lecturer – Spanish

(6 hours per week - hourly paid, Evening Provision)



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REF: AL0077 - 882

The role:

The provision currently comprises evening Spanish classes delivered for a total of six hours each week, including introductory and progression-level learning. The curriculum may be developed or adapted over time in response to learner, community and employer demand. The programme provides a tailored learning pathway for adults with different starting points, existing knowledge, skills and competencies. The successful candidate will plan and deliver engaging classes across the Spanish curriculum, assess learners' needs and adapt teaching, activities and levels of challenge to the range of skills and competencies present in the room at any time.

Responsible to:

The postholder is responsible to the Head of Division.

Key Accountabilities and Responsibilities:

The post holder will plan and deliver six hours of evening teaching each week across the Spanish curriculum, including current provision and courses introduced or adapted as demand changes over time. Duties and responsibilities are wide ranging and include the following:

- **Formal Scheduled Teaching (FST)**

which includes:

- timetabled evening teaching across the Spanish curriculum, totalling six hours per week as part of approved College provision, with flexibility to deliver revised or new courses as demand changes over time
- planning and delivering learning that responds to learners' individual starting points, skills and competencies, with appropriate differentiation, support and challenge within each class
- timetabled tutorials which form part of the College's tutorial programme including those sessions dedicated to Induction

- **Ancillary duties**

The ancillary duties emanating from formal scheduled teaching include but are not limited to: -



Planning and preparation, including the completion and regular review of schemes of learning and course profiles for the Spanish curriculum; preparation of differentiated learning activities and resources; assessment and feedback; and day-to-day communication with learners for guidance and support. Planning documentation will be updated to reflect any changes to courses or curriculum content made in response to demand.

The post holder will monitor learner progress and participation, use assessment and learner feedback to refine planning, and support appropriate progression through the Spanish curriculum. They will contribute to the ongoing review and development of the curriculum so that provision remains responsive to changing learner, community and employer demand. Other responsibilities include relevant administration, course evaluation, subject updating, professional development and continuous improvement of teaching and learning.

- To maintain and update curriculum and subject expertise as required in effectively carrying out formal scheduled teaching responsibilities.
- To oversee and monitor compliance in line with the statutory duties and College policies and procedures with due regard to Health and Safety, Equality and Diversity and Safeguarding.
- To carry out other duties which may be assigned from time to time which are reasonably commensurate with the role of Associate Lecturer.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a recognised teaching qualification or a willingness to work towards achieving the Award in Education and Training	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A

Skills and Experience		
Previous vocational experience in relevant subject area (where applicable).	E	A
Fluent in both English and Spanish, with the ability to communicate confidently and accurately in spoken and written forms.	E	A/I/AS



Ability to relate professionally to students of all ages, background and ability.	E	A/I/AS
Ability to plan coherent Spanish learning programmes, including schemes of learning and course profiles, and to adapt or develop these in response to changes in curriculum and demand over time.	E	I/AS
Ability to use a flexible range of teaching approaches and to tailor learning, support and challenge to the different skills, competencies and starting points within the room.	E	I/AS
Ability to assess student learning and provide relevant and sufficient feedback.	E	A/I/AS
Ability to evaluate self and course performance and a willingness to implement necessary adjustments.	E	I/AS
Possession of relevant curriculum knowledge.	E	A/I/AS

Personal Attributes		
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

Rate of pay: £21.21 to £25.15 per hour.

(For information purposes the full-time equivalent salary ranges from £25,806.00 to £30,603.00 per annum).

Summary of Terms and Conditions of Employment:

The post is offered solely under the College's Variable Hours Contract for Part-time Lecturers and is subject to relevant courses upon which it is proposed the post holder will teach actually forming during the academic year. Under the contract, the post holder will be paid only for each hour that they are required to carry out formal scheduled teaching (FST) or other professional duties which are eligible for remuneration.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.



During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 23rd October 2026 (10:00am)

Interviews will be held: Monday 2nd November 2026

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

