

Job Vacancy

English Lecturer

The Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of full-time English Lecturer. The appointment for the position is expected to take effect from **8th September 2025**.

The English Lecturer is to foster a deep understanding and appreciation of the English language, literature, and communication skills among students. This includes delivering high-quality, engaging, and informative lectures, encouraging critical thinking, and promoting academic excellence. The lecturer will also be responsible for developing effective teaching materials, conducting assessments, and providing constructive feedback to enhance student learning and development.

The English Lecturer is expected to teach a maximum of 20-25 hours per week as agreed to with the Head of Division/Dean of Studies. The amount of teaching to be done, although described above and in the Employee Handbook, may vary from semester to semester depending on the workload context.

Key functions of this role include:

- Plan and deliver engaging and effective lectures, tutorials, and practical sessions in English;
- Prepare and update lesson plans, syllabi, course materials, and assessments aligned with the curriculum;
- Use a variety of teaching methods to support diverse learning styles and promote critical thinking and problem-solving skills;
- Develop and administer assignments, tests, and examinations to assess student learning;
- Provide timely, constructive feedback to students on their performance;
- Offer academic support, guidance, and mentoring to help students achieve their goals;
- Participate in the design and continuous improvement of academic programmes;
- Contribute to the development of course schedules and timetables;
- Collaborate with colleagues on curriculum reviews, updates, and innovation;
- Engage in ongoing professional learning and development;
- Participate in departmental meetings, committees, and institutional activities;
- Seek out and actively participate in professional development activities;
- Maintain high moral and ethical standards;
- Prepare assignments for various examining bodies including the Business and Technology Education Council (BTEC); and
- Perform any other duties as may be required by the job function that contribute to the efficient and effective operation of the Anguilla Community College.

Personal and Professional Requirements

The desired knowledge, skills and abilities are normally developed in the course of obtaining a Master's degree in English/Communication and/or a related field from an accredited college or university.

Alternatively, a Bachelor's degree together with at least seven years teaching experience of which at least three years should be in secondary or tertiary education or in an industry as a trainer, or in a similar or related job will be accepted.

A diploma or certificate in teaching/training or equivalent will be an asset.

Experience and competence in using a range of educational technologies.

Remuneration EC\$90,000.00 per annum

All applications should be addressed to:

Human Resource Manager, The Valley, Anguilla

Email: hrapplications@acc.edu.ai

Telephone: (264) 498-8395/497-2538

Office Hours 8:30 a.m. to 4:30 p.m. Monday to Friday

Applications should be received by 31st July 2025. The application should include:

1. A letter of interest specifically addressing the applicant's background in relation to qualifications described (not more than three pages);
2. A current résumé or curriculum vitae;
3. Certified copies of educational qualifications; and
4. Three professional reference letters (one of which should be from a current supervisor)
Each letter should include the referee's position, office or home address, e-mail address, and telephone number.

For additional information about the College and for a complete job description, please send your request to Bernice.Edwards@acc.edu.ai