

## So, you're thinking of a career in... ENGLISH

### What are the English sectors all about?

For almost all employers, employees who have a good standard of written and spoken English is seen as a vital characteristic of, and requirement for, their workforce.

A workforce that contains Individuals who possess a good standard of English will clearly boost productivity levels within the economy. However, increasing the standard of English in the workplace will also have wider benefits for individuals and their organisation.

### Will there be any opportunities and where are they?

English is often regarded as the international language of business as well as being prominent in the global digital and technical world in which we live. Whilst having as many people in the workplace as possible who have a good standard of English is important, some jobs will demand a broader and deeper knowledge of the subject more than others and will require a higher degree of specialisation.

In addition to job roles where English Language and English Literature skills and qualifications dominate, there are many job role areas where English skills and qualifications would be useful; these include: Academic Librarian (especially within a Higher Education Institution); Advertising copywriter; Education consultancy; Private Education Tutor; and Social Media Manager.

Across the Liverpool City Region, English skills and qualifications of local residents are behind the national average and many employers struggle to fill job vacancies because applicants lack the skills required to perform the job role effectively. A number of solutions to address these issues will be implemented not least in the area of teaching - where innovative approaches to the recruitment and retention of teaching staff will promote teaching as a quality and satisfying career option.

### How to get into the sector?

Important skills to have:	Useful subjects to study:
Communication written and verbal	English literature
Presentation skills	English language
Creativity	Journalism
Report writing	Creative media
Planning and research	Modern foreign languages
Critical reasoning	Humanities
Time management	Teaching qualifications
ICT/Digital	PGCE or PGDE

### What types of jobs are available?

**Legal secretaries:** Legal secretaries file and maintain legal and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in legal practices.

**Journalists, newspaper and periodical editors:** Job holders in this group investigate and write up stories and features for broadcasting and for newspapers, magazines and other periodicals, evaluate and manage their style and content and oversee the editorial direction of these types of output and publication.

## What types of jobs are available... continued

**Authors, writers and translators:** Job holders in this group write, edit and evaluate literary material for publication excluding material for newspapers, magazines and other periodicals but including scripts and narrative for film, TV, radio and computer games and animations; and translate spoken and written statements into different languages.

**Secondary education teaching professionals:** Secondary (and middle school deemed secondary) education teaching professionals plan, organise and provide instruction in one or more subjects, including physical education and diversionary activities, within a prescribed curriculum in a secondary or secondary/ middle school.

**Barristers and judges:** Job holders in this group prepare and conduct court cases on behalf of clients, preside over judicial proceedings, and pronounce judgements within a variety of court settings and tribunals.

**Administration Officer (including Local Government):** Job holders in this group are responsible for recording, filing and disseminating information for a business, organisation or department. Responsibilities include: writing reports; notes; producing minutes and other documents; organising meetings, budget management and responding to telephone and written queries.

**Speech and language therapists:** Speech and language therapists are responsible for the assessment, diagnosis and treatment of speech, language, fluency and voice disorders caused by disability, injury or illness.

**National government administrative occupations:** Job holders in this group undertake a variety of administrative and clerical duties in national government departments, and in local offices of national government departments.

**Public relations professionals:** Public relations professionals plan, organise and co-ordinate the activities that promote the image and understanding of an organisation and its products or services to consumers, businesses, members of the public and other specified audiences

## Find out more...



Working in Local Government

[www.local.gov.uk/our-support/workforce-and-hr-support/lga-careers-guide](http://www.local.gov.uk/our-support/workforce-and-hr-support/lga-careers-guide)



Careers at the BBC (including Trainee Schemes and Apprenticeships)

[www.bbc.co.uk/careers/home](http://www.bbc.co.uk/careers/home)



Careers in Journalism

[www.nctj.com/want-to-be-a-journalist](http://www.nctj.com/want-to-be-a-journalist)