

JOB DESCRIPTION

TITLE: Foundation Lecturer

SALARY: £30,612 to £44,091

CAMPUS: Langley

HOURS: Full Time Position

JOB PURPOSE:

To lead and manage a group of students with a range of learning difficulties, delivering the College's courses. To plan, develop, coordinate and implement individual curriculum programs for students with a disability, multiple learning difficulties or other barriers to Learning. The lecturer will be expected to provide a holistic education program, integrating the physical, academic, social and emotional needs of individual students.

The post holder will be based in a curriculum area and will teach on a range of full and part time courses in subjects relating to their skills and experience. It is also expected that the post holder will teach on courses at all levels offered by the curriculum area and college.

Reporting to the Head of Foundation Learning, the post holder will make a major contribution to plan, deliver and develop teaching and learning opportunities as well as manage and support students in the department in accordance with the college's values and mission.

ACCOUNTABLE TO: Head of Foundation Learning - Langley

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal

KEY ACCOUNTABILITIES: The main duties and responsibilities of the post include the following:

Teaching and related activities:

1. Teach and manage learning on a range of full and part time courses, across all levels. Classes will be both mixed in age as well as ability. The learners will have a range of special needs including learning difficulties, ASD and complex needs; experience within SEN is essential to take on this role at a high standard.
2. Establish and deliver a coherent and appropriate curriculum for Foundation Learning students and to lead the teaching and learning activities within this section.
3. Contribute to the management and co-ordination of courses.
4. Carry out formative and summative (tests, coursework and exams), assessment of students and use target setting to maximise success.
5. Monitor students' attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
6. Participate in course evaluation, quality assurance and self-assessment systems.
7. Contribute to curriculum development, including schemes of work and marketing of courses.
8. Participate in the development of dynamic flexible teaching and learning strategies, including the use of IT and ILT.

9. Promote the integration of IT.
10. Act as a personal tutor and implement the college pastoral system.
11. Promote a positive image of additionality including the importance of English, maths, employability and sustainability within the college.

General Duties

12. Contribute to the management of students throughout the college.
13. Commitment to personal professional development.
14. Participate in a programme of personal staff development, staff conferences and staff appraisal, appropriate to both individual and college needs.
15. Support the ethos of the College as well as its marketing and recruitment activities.
16. Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
17. Participate fully in the development of effective teams throughout the college.
18. Maintain the highest professional standards in accordance with the policies of the corporation.
19. Participate in open evenings, parent/student consultation evenings and other college events.
20. Use information technology where appropriate and demonstrate a commitment to developing own IT skills.
21. Assist with promotion, supervision, management and administration of such college activities as may be required from time to time.
22. Willingness to do evening occasional work/Saturdays.
23. Willingness to be involved in subject-related visits.
24. Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
25. Willingness to work across all college/off sites.
26. Carry out other duties as may reasonably be required by the Head of Foundation Learning.

27. General

28. Carry out allocated teaching and associated duties in an appropriate curriculum area.
29. Undertake duty rota and ensure adequate cover for cross college events
30. Commitment to own continuous professional development.

Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- Equality of opportunity, the value of diversity and respect for all and support the development of an inclusive curriculum through the rigorous challenging of discrimination in all its forms.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data UK GDPR Policy



2024

PERSON SPECIFICATION
Foundation Lecturer

	Essential	Desirable	Source of Evidence
QUALIFICATIONS			
Educated to Degree level or equivalent vocational qualifications			AF
Level 2 qualification in English and Maths			AF
Qualified Teacher Status (QTS) or working towards	✓		AF
EXPERIENCE			
Experience of teaching students within Foundation Learning			AF/IV
Experience of teaching learners with LDD, Autism and challenging behaviour			AF
SEN training e.g. Team Teach, TEACCH/CALM training			AF/IV
Experience of implementing curriculum development initiatives			AF/IV
Experience of course development and course evaluation			AF/IV
Ability to optimise the contribution of classroom support staff			AF/IV
Up to date knowledge of good practice in Foundation Learning			AF/IV
Evidence of motivating learners and developing and maintaining high levels of student retention and achievement			IV
Demonstrates an understanding of the learning environment and the support required for a variety of students of differing ability			IV
SKILLS / KNOWLEDGE / ABILITIES			
Highly effective classroom teacher			
Knowledge and understanding around delivering a curriculum for students with additional needs			AF
Knowledge and experience of safeguarding and duty of care responsibilities in education.			AF/IV
Proven communication skills (written, listening, oral and presentation) including the ability to negotiate effectively and to argue clearly and grammatically on paper			IV
Proven to prioritise and organise work effectively			IV
Proven ability to deliver high quality teaching and learning			AF/IV
Proven ability to drive improvements and make a positive impact on learning and teaching outcomes for learners by taking initiative and leading improvements within a team			AF/IV
Proven ability to build effective working relationships with students, colleagues, parents and external partners			IV
Proven ability to work independently with minimal supervision and as part of a team			IV
Proven ability to use Information Learning Technology (ILT) to support teaching and learning			IV
Be highly organised, methodical and have a flexible approach to working practices			IV
Willingness to undertake professional development to enhance skills and knowledge of the curriculum			AF/IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
 All of the elements marked IV will be assessed at interview
 All of the elements marked AF/IV will also be assessed at interview
 All or some of the elements may be assessed by the Test/Presentation