

Job Description

Job Title:	Lecturer – SEND & Transition
Hours:	37 per week
Contract:	Permanent
Responsible to:	Head of Learning – SEND
Location:	The post holder will be required to work flexibly across all campuses, according to department needs.
Salary:	£22,853.72 to £35,153.04 per annum, depending on experience and qualifications.

The Supported Learning department offers a variety of pre-entry/entry level and school/community link courses for learners with learning difficulties and disabilities. The department offers a range of high-quality full time and part time courses for young people and adults. Our department values include learning and development for all, progression to further learning, employment and inclusion in the community. Courses are designed with our learners in mind, using a range of qualifications and include access to many areas of the college, work experience opportunities and strong links with the local community.

Purpose of the Role:

To deliver and teach a range of programmes offered by the department for young people and adults with learning difficulties and disabilities in the College. To provide a specialist contribution to teaching programmes according to the person's background and experience or needs of the department or College.

Main Duties and Responsibilities:

- To teach on a range of courses aimed at acquiring and maintaining life skills, employability skills, personal and social skills.
- To teach on vocational options, depending on own qualifications and experience.
- To deliver functional English, Math's and/or ICT skills, liaising with other lecturers as necessary.
- To liaise with awarding bodies, external verifiers and external organisations as appropriate, implementing their requirements in relation to assessments or examination.
- To implement the College disciplinary processes, monitoring attendance and progress, liaising with parents as appropriate.
- To act as a personal tutor to a group of learners with learning difficulties/disabilities, develop individual learning plans and to be responsible for the collecting and recording of learner information, attendance and progression for report writing and feedback to learners and parents.

- To attend Parents Evenings, marketing events etc, as required for the promotion of the College courses and to provide information for parents and prospective learners.
- To undertake such administrative tasks, invigilation and assessment as may be required within the department or by external awarding bodies.

General Responsibilities:

- Undertake specific roles as prescribed by College policies and procedures
- Act as a role model for all staff, learners and external contacts by demonstrating the College's values and behaviours
- Participate in appraisal and continuing professional development
- Commit to the College safeguarding policy and promote a safe environment for children, young people and vulnerable adults learning within the College. This includes undertaking a Disclosure and Barring Service check
- Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults
- Promote equality of opportunity and diversity in all aspects of the role, including curriculum development where appropriate, and challenge inequality and discrimination
- Be aware of your responsibilities under health and safety legislation and take reasonable care for the health & safety of yourself and other persons who may be affected by your acts or omissions at work
- Ensure compliance with relevant legislation (e.g. General Data Protection Regulations, Copyright) and all College policies
- Undertake other duties as may reasonably be expected within the scope and objectives of the post

Person Specification

Post Title: Lecturer – SEND and Transition

Criteria		Essential/ Desirable	How assessed
Education and Qualifications	Degree or equivalent vocational/professional qualification	E	A
	PGCE/Certificate in Education or equivalent or the willingness to gain such a qualification	E	A
	Level 2 English and Maths	E	A T
	Evidence of on-going professional development	E	A I
	SLDD Qualification	D	A I
	A1/V1 or willingness to work towards	D	A I
Knowledge and Skills	Knowledge and understanding of College processes and procedures for the management of learners, quality and resources	E	A I
	An awareness and understanding of contemporary curriculum and assessment developments	E	A I
	Good understanding of quality assurance in an FE context	D	A I
	Proficient in the use of Microsoft Office/ICT in the learning environment which will allow the production of learning materials, maintenance of records etc.	E	A I T
	Outstanding/Good teaching skills and an understanding of the attributes of an outstanding teacher and/or professional or practical experience in a relevant work area	E	A I T
	Knowledge of or experience in the delivery of work-based learning programmes	D	A I
	Experience of teaching learners with learning difficulties and disabilities	E	A I
Experience and Abilities	Respond positively and efficiently to changing demands	E	I
	Take ownership and accountability for tasks and actions	E	I
	Use own initiative and work with minimum supervision	E	I
	Communicate effectively both verbally and in writing	E	I
	Work co-operatively with others in the team to achieve individual and team goals	E	I
	Continually look for ways to improve and work with high attention to detail	E	I
	Sound administrative and organisational skills	E	I
	Ability to drive the college mini bus	D	I
	Commitment to Equal Opportunities	E	I

	Motivate learners and focus on individual learner centred activities	E	I
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Key: A = Application Form, I = Interview, T = Test/Micro-teach

Brooklands College People, Performance and Development

Who we are, is what we do

How we act defines who we are. At the heart of our College is a common approach to defining 'who we are'. We are looking for people who can build this into everything they do.

Brooklands College Values help us to create an inspirational environment where everyone can flourish and are proud to be a part of. We build our values into everything we do.

Every day, the performance of our staff gives a demonstrable and lasting impact to the whole College community.

What are the values?

Respect & Compassion	Innovation	Integrity	Equality, Diversity & Inclusion
We celebrate success and bring out the best in each other. Everyone's input is valued.	We are committed to improving the College experience for ourselves and others.	We work with enthusiasm, resilience in partnership with each other to deliver the best we can.	We support and inspire everyone to reach their potential.

