

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	Lecturer in Supported Education	Post Number:	LC0552P
Daily Supervision:	Supported Education Curriculum Manager	Grade:	Lecturer Scale 1-7
Department:	Student Services - Supported Education	Last Updated:	April 2021

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To teach and guide supported education students on key programmes at entry level to level one.

To co-ordinate programmes and be a personal tutor to a number of students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach on a range of supported education programmes including core qualification, enrichment, maths and English and employability skills.
2. To manage specific courses as required by the Supported Education Curriculum Manager.
3. To carry out the role of personal tutor and Programme Co-ordinator as required.
4. To contribute to the development of new programmes.
5. To assist with the operation and commercial development of the School.
6. To contribute to the process of programme marketing and the recruitment and selection of students.
7. To liaise with local employers to ensure training reflects their requirements.
8. To liaise with schools, parents and/or employers as appropriate.
9. To write submissions for Awarding Bodies.
10. To carry out internal verification as required.
11. To liaise with awarding bodies and external verifiers.
12. To co-ordinate the timetabling of individual student programmes.
13. To participate in any cross-college working / strategy groups as may from time to time be established.
14. To accept responsibility for the implementation of the Colleges Equal Opportunities policy throughout all personal contacts in the college and within this area of responsibility.
15. To contribute towards the development of an inclusive learning environment.
16. To maintain professional standards and expertise by undertaking relevant professional development.
17. To monitor and maintain quality standards appropriate to the post.
18. To conform with Health and Safety requirements relevant to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

Knowledge		PSM
1	Degree or professional vocational equivalent	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 years for fractional posts)	A/I
3	GCSE (or equivalent) in Maths/English grade A-C (4-7)	A/I/T
4	Specialist qualification in Special Educational Needs and/or disability (SEND)	A/I
5	Assessor & Verifier Awards	A/I

Skills/Abilities – Interpersonal		PSM
6	The ability to teach across a range of Supported Education programmes	A/I/T
7	The ability to communicate effectively both orally and in writing to a wide range of people	A/I
8	Good oral presentation skills	A/I/T
9	The ability to work in a non-discriminatory manner	A/I
10	The ability to respond to the individual learning needs of customers	A/I

Experience		PSM
11	Demonstrated experience of teaching students with a range of SEND	A/I
12	Experience of SEN Code of conduct and requirements of support for students with an EHCP	A/I
13	Personal tutorship experience	A/I

Work Related Circumstances		PSM
14	The ability and willingness to undertake relevant staff development	A/I
15	Willingness to work at times outside college calendar / day	A/I

Skills/Abilities - Other		PSM
16	Good organisational skills	A/I
17	Appropriate level of IT skills to undertake relevant duties i.e. Word and Powerpoint or the willingness and ability to undertake relevant training	A/I/T
18	Ability to travel across different sites	A/I
19	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Charlie McHugh - Head of Student Services and Supported Education
Date:	April 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test