

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer in Foundation Learning
Responsible To:	Head of Foundation Learning
Department:	Foundation Learning
Salary Grade:	Qualified Lecturer Grade

JOB ROLE

Deliver high quality, inspirational, teaching and access to learning in addition to undertaking associated tutorial duties to learners with SEND.

Provide teaching and assessment opportunities in line with the relevant awarding body requirements and RARPA to promote access to achievement.

Undertake the necessary administrative tasks required for the effective operation of programmes in the area; to include preparation of schemes of work and assessment activities.

Act as a course tutor with the responsibility for supporting learners in achieving their targets; to include tracking and reviewing student progress and maintenance of student records.

Contribute to the process of continuous improvement in the quality of teaching and learning and the students' overall experience at Sandwell College; to include attendance, retention, achievement, progression and value-added measures.

The post holder may be required to work with external agencies, college partners and local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Develop strategies for success for students with SEND

4	Deliver a range of course including functional skills, vocational courses, independence and employability
5	Knowledge and experience of teaching learners with special educational needs and social, emotional and mental health needs
6	Knowledge of delivering RARPA and entry level / Level 1 qualifications
7	Experience of working with students with EHCP's
8	Knowledge of the preparation for adulthood agenda and how this impacts curriculum design
9	Assist in the development of effective support systems for students on Foundation Learning programmes
10	Deliver specific programmes in line with the foundation learning curriculum
11	Participate in curriculum development and planning for students with SEND
12	Maintain appropriate records for both academic and administrative purposes
13	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual including the use of pro monitor
14	Carry out general academic duties in accordance with the general policy framework of the college
15	Take responsibility for courses and course personal tutor responsibilities
16	Assume joint responsibility within course teams for quality of course delivery
17	Undertake appropriate in-service training when required to do so
18	Ensure effective communication takes place with management, staff, students, parents, customers and clients
19	Ensure a high level of confidentiality at all times
20	Support fully at all times the college's aim and objectives
21	Have agreed teaching load
22	Identify and develop materials suitable for support purposes
23	Be prepared to teach groups of students in one or more of the core programme areas
24	Share good practise with the Foundation Learning team
25	Work in partnership with employers and other relevant organisation.
26	Develop an inclusive curriculum and provision for learners with learning difficulties / disabilities, complex needs and barriers to learning.

Standard Clauses – all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Lecturer in Foundation Learning

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Certificate in Education or Level 5 Teaching Qualification or willingness to work towards this qualification	✓	
1.2	English and Maths GCSE (or equivalent) at Grade C or above	✓	
1.3	A qualification or experience in a vocational area that could support a SEND curriculum		✓
1.4	Relevant successful teaching experience of personal and social skills, employability or other relevant subject area for learners with SEND.	✓	
2. Experience			
2.1	Demonstrate experience of preparing and evaluating appropriate learning materials	✓	
2.2	Experience of embedding in key skills/functional skills	✓	
2.3	Experience in delivering and teaching ICT, Maths, English/key skills/functional skills and qualifications in personal and social development / employability for students with SEND	✓	
2.4	Experience of internal verification/moderation		✓
2.5	Experience of using and utilising adaptive technology		✓
3. Skills/Abilities			
3.1	Experience of delivering high quality education to students with SEND including those with complex needs	✓	
3.2	Ability to work as part of a team in an education setting	✓	
3.3	Be able to present information to learners and colleagues using ILT	✓	
3.4	Good organisational, administrative and presentation skills	✓	
3.5	Ability to work well under pressure	✓	
3.6	Highly motivated and committed to developing the Foundation Learning area.	✓	
3.7	Ability to inspire and motivate students	✓	
3.8	Ability to teach using diverse methods and adapt to needs of students with SEND	✓	

Shortlisting Criteria		Essential	Desirable
3.9	Ability to meet deadlines	✓	
3.10	High standards of communication and interpersonal skills	✓	

4. Special Requirements			
4.1	Willingness to work within a team to implement strategic policy	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	✓	
4.3	Prepared to actively participate in new developments	✓	
4.4	Listen and respond to students needs	✓	