

Job Description

Job Title:	Lecturer in Foundation and Supported Learning – 0.6
Responsible To:	Area Head- Foundation & Supported Learning
Line Management of other staff:	No
Location:	Braintree
Salary:	Actual Salary £17,704 - £19,342 per annum Full-time Salary £29,507 - £32,238 per annum
Date of last review:	October 2024

Purpose Statement:

In addition to undertaking teaching duties the successful candidate will also provide tutorial support and pastoral care to students; therefore, there is an expectation for the successful candidate to work positively and collaboratively with students, colleagues and other stakeholders.

Main Duties & Responsibilities:

1	To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline.
2	To support curriculum development in line with quality and statutory requirements (this includes the development of learning plans, resources, assessment materials and assignment briefs).
3	To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.
4	To, at all times, maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met.
5	To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programmes.
6	To actively promote the Institute's programmes, attend open evenings, parents' evenings, careers events, school visits and similar marketing and publicity activities.
7	To participate in the college's performance and development review scheme.
8	To develop and update personal professional expertise in the relevant areas.

14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Lecturer in Foundation and Supported Learning – 0.6

Qualifications	Essential	Desirable	How is this assessed?
Education to Level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Level 3 qualification in English and/or Maths.		✓	A
SEND specific training.		✓	A
Experience	Essential	Desirable	How is this assessed?
Significant recent experience of teaching learners aged 14-16/16-18 who are disadvantaged and experience barriers to learning.	✓		A / I / P
A proven experience of utilising a range of support strategies that have influenced positive change in the attitude and behaviours of young people.	✓		A / I / P
Experience of teaching students with social, emotional and mental health (SEMH) difficulties.	✓		A / I / P
Knowledge and Skills	Essential	Desirable	How is this assessed?
A proven track record of excellence within teaching and learning (including classroom management).	✓		A / I / P
Highly adaptable and flexible to teach across the curriculum.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I

A good level of proficiency with ICT and willingness to utilise new technology and its applications to assist the learning process.	✓		A / I
An understanding of current SEND policy within the context of Further Education.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A positive advocate for SEND and inclusion.	✓		A / I
An ability to motivate, enthuse and to build positive working relationships with others.	✓		A / I
A positive attitude/outlook and strong commitment to equality and diversity.	✓		A / I
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test