

## **JOB DESCRIPTION**

Job Title: Lecturer - Supported Learning (Entry & LLDD2)  
Responsible to: Curriculum Manager

### **Context and Main Purpose of the Job:**

To lead and manage a group of students with PMLD, SLD and Autism, delivering the college's courses and to co-ordinate the work of other staff. To plan, develop, coordinate and implement individual curriculum programmes for students with profound and multiple learning difficulties. The lecturer will be expected to provide a holistic education programme, 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 Curriculum Manager, 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.

### **Teaching and related activities:**

- Teach and manage learning on a range of full and part time courses, across all levels and all college sites. Classes will be both mixed in age as well as ability. The learners will have a range of special needs including PMLD, ASD and complex needs; experience within SEN is essential to take on this role at a high standard.
- Establish and deliver a coherent and appropriate curriculum for a group of PMLD students and to lead the teaching and learning activities within the ELD section.
- Contribute to the management and co-ordination of courses.
- Carry out formative and summative (tests, coursework and exams), assessment of students and use target setting to maximise success.
- Monitor students' attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
- Participate in course evaluation, quality assurance and self-assessment systems.
- Contribute to curriculum development, including schemes of work and marketing of courses.
- Participate in the development of dynamic flexible teaching and learning strategies, including the use of IT and ILT.
- Promote the integration of IT.
- Act as a personal tutor and implement the college pastoral system.
- Promote a positive image of additionality including the importance of English, maths, employability and sustainability within the college.
- Promote a positive image of the college.

### **General Duties**

- Contribute to the management of students throughout the college.
- Commitment to personal professional development.
- Participate in a programme of personal staff development, staff conferences and staff appraisal, appropriate to both individual and college needs.
- Support the ethos of Harrow College as well as its marketing and recruitment activities.
- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Participate fully in the development of effective teams throughout the college.
- Maintain the highest professional standards in accordance with the policies of the corporation.

- Participate in open evenings, parent/student consultation evenings and other college events.
- Use information technology where appropriate and demonstrate a commitment to developing own IT skills.
- Assist with promotion, supervision, management and administration of such college activities as may be required from time to time.
- Willingness to do evening work/and occasional Saturdays.
- Willingness to be involved in subject-related visits.
- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Willingness to work across all college/off sites.
- Carry out other duties as may reasonably be required by the Curriculum Manager.

**NOTE: The duties and responsibilities outline above are not exhaustive and may be varied from time to time. They do not form part of the jobholder's contract of employment.**

## PERSON SPECIFICATION

Job Title: Lecturer - Supported Learning

Responsible to: Curriculum Manager

CATEGORY	REQUIREMENTS
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"><li>• Relevant teaching experience on a range of related subjects in your teaching area</li><li>• Experience of implementing curriculum development initiatives</li><li>• Good record of skills in course development and course evaluation</li><li>• High level of understanding of your teaching area.</li><li>• Confident in delivering lively dynamic teaching that engages and develops effective learning.</li><li>• Previous experience teaching students with ASD, SLD and PMLD. SEN training beneficial e.g. Team Teach, PECS, Makaton, TEACCH, CALM training.</li></ul>
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Degree/or appropriate professional qualification in a relevant area</li><li>• A teaching qualification or willingness to undergo training</li><li>• Commitment to personal professional development</li></ul>
LEADERSHIP	<ul style="list-style-type: none"><li>• Enthusiasm and affinity for working with students</li><li>• Passion for education</li><li>• The ability to manage learning situations using flexible, student centred approaches</li><li>• optimise the contribution of classroom support staff</li></ul>
RESPONSIVENESS	<ul style="list-style-type: none"><li>• Commitment to high standards of teaching and pastoral care for students</li><li>• Ability to work as an effective team member</li><li>• Ability to work flexibly and under pressure</li><li>• Ability to take responsibility and work independently</li><li>• think creatively and engage positively with pupils with a broad range of more complex needs</li></ul>
COMMUNICATION	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Communicating with credibility and clarity</li><li>• Listening skills</li><li>• Persuasiveness</li></ul>
PLANNING AND ORGANISATION	<ul style="list-style-type: none"><li>• Ability to co-ordinate an area of the curriculum</li><li>• Good time management and ability to prioritise.</li><li>• Commitment to integration of IT in the curriculum</li><li>• Good organisation and administrative skills</li></ul>
ENERGY & DRIVE	<ul style="list-style-type: none"><li>• Enthusiasm and affinity for working with students</li><li>• A commitment to, and enthusiasm for, working in the FE sector</li><li>• Assertiveness</li><li>• Self knowledge</li><li>• Stress tolerance</li><li>• Creativity, innovation and original thinking</li></ul>

<b>EQUALITY &amp; DIVERSITY</b>	<ul style="list-style-type: none"> <li>• Commitment to work within the framework of the college's equality &amp; diversity policy</li> <li>• Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults</li> <li>• Demonstrates a commitment to and promotes equality and diversity ensuring the college is an inclusive environment in which individuals are respected and unacceptable behaviours are challenged.</li> </ul>
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