

JOB DESCRIPTION

Job Title	Lecturer	Team	Ambitious College
Job Band	5	Reporting to	Head of Curriculum
Hours	Full Time – 37.5 hrs / week	Line Manages	N/A

Approved By (ELT MEMBER): Viv Berkeley

Role Purpose:

- To contribute effectively to Ambitious College to achieve outstanding outcomes for students. Provide the delivery, teaching and course leadership to Ambitious College learners at Ambitious College and at other related teaching college sites and external college venues as required

Key Accountabilities & Dimensions:

Teaching and Learning

- To teach learners a range of abilities and ages in a way that suits individual needs and is motivating, supportive and inspiring
- To teach across the full range of the College curriculum.
- To safeguard and promote the welfare of the young people we support
- Ensure that young people receive a service that delivers the outcomes specified in their Individual Learning person-centred Plan (ILP) and help them to achieve a successful transition to an active life as part of their community, and which maximises their choice and control
- To prepare schemes of work, lesson plans, assignments and assessments as required and to assess students work in line with departmental and awarding body requirements
- To take part in initial assessment and in further diagnostic assessment and in the setting and review of ILPs
- To use new learning technologies in undertaking teaching and other duties
- To be a personal tutor for one or more groups of students
- To keep records, monitor and track students' progress and to keep management information and statistical data to fulfil the requirements of the College's QA and information systems and for audit purposes
- To contribute to the preparation for external verification and inspection
- To contribute to the development of resource materials
- To complete administrative tasks as required and keep accurate and complete records of attendance of students, schemes of work and course outlines, and in-course assessments and to make these available as required
- Ensure that the voices of young people and families are taken into account in the planning and delivery of the service
- To ensure effective implementation of the College policies and procedures relating to safeguarding, health & safety, confidentiality and data protection and equalities
- To assist where appropriate, with the establishment and monitoring of student work placements

Partnership and management:

- To contribute enthusiastically to the development of the curriculum both individually and as part of a team in line with college and government requirements
- To be a member of course teams, to attend course team meetings and make an active contribution to course team meetings
- To collaborate with the senior team to ensure that learners in both individual and group settings receive the appropriate level of support
- To work with partner college colleagues to ensure learners have access to all available support
- To develop effective links with external partners, employers, local community and schools as required and organise and take part in student trips and work placements
- To participate in the College's Observation of Teaching Learning and appraisal processes.
- To undertake risk assessments including PEEPS and PSAa
- To carry out such duties and responsibilities under the Health and Safety at Work Act and associated legislation as described in the College's Health and Safety policy documents

Training and Development:

- To keep up to date with subject specialism and to attend training identified
- To be committed to continued professional development
- To mentor assistants and volunteers as directed

Such other duties commensurate with the grade of the post as may be reasonably required

Safeguarding and Safety

- Ensure safe working practices
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported

PERSON SPECIFICATION

Role and Band Competencies	Essential	Desirable
Education Levels & Qualifications		
1. Educated to at least degree Level	X	
2. Cert Ed or equivalent qualification	X	
3. Qualification in supporting people with autism and/or learning disability		X
Specific Knowledge, Experience & Technical Skills		
4. Teaching and learning in post-compulsory education	X	
5. Working knowledge of supporting people with autism and/or learning disability to access person-centred learning and/or community-based services	X	
6. Understanding of and commitment to safeguarding children and young people, and equal opportunities and diversity at a management level	X	
7. Teaching experience in a college or similar post 19 environment, managing a person-centred service and/or a learning, training or employment support service for people with autism and/or learning disability	X	
8. Experience of further education curriculum delivery planning and administration	X	
9. Experience of working with young people with autism and/or learning disability who experience behaviour that challenges.	X	
10. Computer literate with a good working knowledge of Microsoft Office	X	
11. Understanding PBS/ABA or related behavioural approaches		X
12. Experience of vocational qualifications		X
Personal Attributes		
13. Willingness to work flexibly	X	
14. Ability to prepare appropriate teaching/learning materials and to draw up relevant assessment criteria	X	
15. Values driven and prepared to go the extra mile for service users	X	
16. Resilient and able to work on own initiative and work as part of a team	X	
17. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X	

18. Ability to plan, manage and deliver work to agreed deadlines	X	
19. Excellent communication and presentation skills	X	
20. Ability to work on own initiative and as part of a team	X	
21. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	
22. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	X	