

Job Description

Work Start Employability & Functional Skills Lecturer (Qualified)

Purpose of the Post

The Lecturer will be responsible for managing and directing teaching teams and ensuring effective, learner-centred learning opportunities to meet the needs of adults with special educational needs. This will include working in consultation with carers and colleagues from other disciplines.

The Lecturer will ensure that students with a range of learning difficulties, disabilities and barriers to learning from Entry level to Level 2 are supported appropriately in developing skills to enable them to enter employment.

The Lecturer will assist the management team in the development of Orchard Hill College and Academy Trust as a professional resource and deliver training opportunities for carers and colleagues internally and externally.

Reporting Relationships

The Lecturer will report to their direct Manager.

Functional Links

The Lecturer will be expected to work in collaboration with a wide range of colleagues, including senior colleagues, and will need to maintain strong communication systems with a variety of individuals. These will include;

1. Joint provision with therapists, personnel from Social Services, Health and Education
2. Liaising with parents, carers, advocates and volunteers.
3. Receiving visitors and facilitating interactions between students and visitors during sessions.
4. Project partners e.g. other colleges, social enterprises

Duties and Responsibilities

1. Effective planning of teaching/learning within work and employment curriculum areas.
2. Implementing appropriate assessment, objective setting, recording, reporting and evaluation of educational work programmes.
3. Ensuring that student learning experiences meet the needs of individuals and groups, promoting progression, continuity and quality of learning.

4. Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
5. Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
6. Organise and maintain a stimulating work environment appropriate for the range of activities taking place
7. To demonstrate a commitment to the safeguarding of children and vulnerable adults.
8. Ensuring that equipment/materials required for teaching/learning are organised and readily available to promote learning.
9. Commitment to upholding the ethos of Orchard Hill College and Academy Trust as an educational provision, which ensures that the dignity of the learner and the relationships between staff and students is positive and responsive.
10. Teach employability skills, including employment planning, CVs, interview skills, soft skills in the work place and skills/job matching.
11. Deliver functional skills sessions to students learning at Entry 1- Level 2.
12. To teach and assess accredited qualifications.
13. Effective management and supervision of team members, including whenever necessary, volunteers, students and visitors, ensuring planning co-operatively, sharing information, ideas and expertise.
14. Participation in internal and external meetings to include:
 - Lecturers' information and planning meetings
 - Staff meetings
 - EHCP review meetings
 - Support meetings
 - Teaching Team meetings
15. To be responsible for the appraisals of the teaching team they manage.
16. Participation in appropriate staff development opportunities to up-date or develop new skills.
 - Contribute to the identification of development strategies for Orchard Hill College and Academy Trust as a whole:
 - Understanding and inducting others into the core values of the College.
 - Participation in regular reviews of the service as a whole.
 - Providing suggestions for development.

- Participation in, or leading, working groups identified to implement specific areas of the development plan.
- 17. Represent Orchard Hill College and Academy Trust when required to do so, e.g. at meetings, conferences, receiving visitors.
- 18. Maximum of 22 hours teaching weekly (including one evening commitment).
- 19. Planning, co-ordination and responsibility for 14 days of non-term assessment and refresher provision.
- 20. On occasion, and after training, to give students their medication.
- 21. Promotion of and compliance with policies adopted by Orchard Hill College and Academy Trust Governing Body, including Safeguarding, Equality and Diversity, Health & Safety.
- 22. To undertake such other duties of a similar nature as required by the Principal.
- 24. To teach employability skills on outreach programmes delivered in collaboration with other organisations such as job clubs, enterprise and digital skills

Other Information

This job description reflects the current situation. It may be altered in detail and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the postholder.