



**Ambitious
College**

Lecturer

Job description, 2024



**Ambitious
about Autism**

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Job description

Job title	Lecturer	Team	Ambitious College
Job band	Band 5- circa £36K	Reporting to	Assistant Principal
Hours	Maternity Cover until October 2025 (Full time 37.5 hours)	Line manages	N/A

Approved by: Viv Berkeley

Updated: November 23

Role purpose

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.

Valuing difference is a core value of Ambitious about Autism. This role will support, promote and celebrate the development and embedding of an inclusive culture, practice and ways of working. You will support and coordinate the drafting, implementation and evaluation of our EDI strategy and plans working with the Executive Leadership Team (ELT), EDI committee, staff, networks and your People team colleagues.

Key accountabilities and dimensions

Teaching and Learning

- To teach learners of a range of abilities and ages in a way that suits individual needs and is motivating, supportive and inspiring
- Teach across the full range of the College Curriculum
- 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
- Prepare schemes of work, lesson plans, assignments and assessments as required and to assess students work in line with departmental and awarding body requirements
- Take part in initial assessment and in further diagnostic assessment and in the setting and review of ILPs
- Use new learning technologies in undertaking teaching and other duties
- Be a personal tutor for one or more groups of students
- 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
- Contribute to the preparation for external verification and inspection
- Contribute to the development of resource materials

- 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
- Ensure effective implementation of the College policies and procedures relating to safeguarding, health & safety, confidentiality and data protection and equalities
- Assist where appropriate, with the establishment and monitoring of student work placements
- Contribute enthusiastically to the delivery of the curriculum both individually and as part of a team in line with Ambitious about Autism Lecturer Recruitment Pack 2022 6 of a team in line with college and government requirements
- Be a member of course teams, to attend course team meetings and make an active contribution to course team meetings
- Collaborate with the senior team to ensure that learners in both individual and group settings receive the appropriate level of support
- Work with partner college colleagues to ensure learners have access to all available support
- Develop effective links with external partners, employers, local community and schools as required and organise and take part in student trips and work placements
- Participate in the College's Observation of Teaching Learning and appraisal processes
- Undertake risk assessments including PEEPS and PSAa
- 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
- Work effectively with allied health professionals as part of a trans-disciplinary team

Training and Development

- Keep up to date with subject specialism and to attend training identified
- Be committed to continued professional development
- Mentor assistants and volunteers as directed

Safeguarding and Safety

- Ensure safe working practices
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported.
- Acting as the deputy designated safeguarding lead

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to degree Level or equivalent experience	X
2. Cert Ed or Equivalent qualification	x
3. Experience of Teaching and learning in post-compulsory education	x
4. Working knowledge of supporting autistic young people and/or learning disabilities to access person-centered learning and/or community-based services	x
5. Teaching experience in a college or similar post 19 environment, managing a person-centered service and/or a learning, training or employment support service for autistic young people and/or learning disabilities	x
6. Experience of further education curriculum delivery planning and administration	x
7. Experience of working with autistic young people and/or learning disabilities who experience behavior that challenges	x
8. Computer literate with a good working knowledge of Microsoft Office	x
9. Understanding PBS or related behavioural approaches	x
10. Experience of stakeholder management	x
11. 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. Understanding and Willingness to undertake the deputy designated safeguarding lead role.	X
Personal attributes	
12. Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures	x
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	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. Being self-directed and able to work autonomously off-site at host employer	x
20. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x

How to apply

Stage	Timescale
Closing date for applications	22nd April 2025
Candidates informed of outcome of application	24th April 2025
Interviews (these will be conducted online via Teams)	2nd May 2025

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Ben Lowe
Recruitment Manager - Education. - blowe@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification. Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

