



BARNET AND SOUTHGATE COLLEGE JOB DESCRIPTION

JOB TITLE:	Main Grade Lecturer, Subject Specialist for Students with SEND Supported Studies
POST REFERENCE:	
SALARY:	MGL Salary Scale (point 7 to 12) per annum inclusive of Outer London weighting.
PRIMARY LOCATION:	This post is based at our Southgate Site although the post holder may be required to work at the other main College sites.
PURPOSE OF POST:	The delivery and course leadership and teaching of students with SEND, and other related teaching across College sites as required. To work at external College venues as requested
RESPONSIBLE TO:	Curriculum Manager Supported Studies.

Main Duties

1. To teach students of a range of ages and abilities including students with SEND in ways that suit individual students and are motivating, supportive and inspiring.
2. To teach a specialist subject and be a subject lead for that subject within the department, with possible subjects including PSD, English, mathematics, performing arts, sport, IT and Media.
3. To contribute enthusiastically to the development of the curriculum both individually and as part of a team in line with College and national requirements.

4. 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.
5. To take part in initial assessment and in further diagnostic assessment and in the setting and review of Individual Learning Plans (ILPs).
6. To use new learning technologies in undertaking teaching and other duties including using suitable assistive technologies.
7. To keep up to date with own subject specialisms and with pedagogical approaches specific to students with SEND.
8. To attend identified training and be able to deliver in-house training as and when required.
9. To contribute to the development of resources.
10. To be a personal tutor for one or more groups of students, playing an active role in enabling progression and transition.
11. To act as subject leader or course leader including leading Study Support and teacher teams and identifying training opportunities for self and team.
12. To keep records, monitor and track students' progress and to keep management information and statistical data to fulfill the requirements of the College's QA and information systems and for audit purposes.
13. Provide reports for learners, parents, LAs and other external agencies as required.
14. To contribute to the preparation for external verification and inspections.
15. To undertake administrative duties as required by the section.
16. To undertake risk assessments as required.
17. To cover for absent colleagues in line with contractual agreements.
18. To be a member of course teams, to attend course team meetings and make an active contribution to course team meetings.
19. To collaborate with Study Support leaders and teams to ensure that students in both individual and group settings receive the appropriate level of support.
20. To work with Student Services and Curriculum areas within the College to ensure students have access to all available support.
21. To contribute to interviewing, recruitment, advice and guidance for students and to assist at advice and guidance sessions during evenings and Saturdays as required by the contract of employment.
22. 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.
23. To participate in the College's Lesson Observation and appraisal processes.
24. 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.
25. Such other duties commensurate with the grade of the post such as may be reasonably required.

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.

3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To act upon principles of equality and diversity, and the needs of customers and learners and to demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
Qualifications	Educated to 'A' Level Standard	Degree level qualification is desirable.	A
	<ul style="list-style-type: none"> Relevant teaching qualification at Level 4 or above is essential. Cert Ed or equivalent qualification or the achievement of Cert Ed within 2 years of appointment is essential. Specialist qualification in own subject: English, maths, Performing Arts, sport, music, IT and Media. 	Specialist SEND qualification.	A
Experience	Relevant experience teaching students with SEND.	Relevant teaching experience for adults or 14-18 year olds.	I, A, P

	Relevant experience teaching own subject: English, math, Performing Arts, sport, IT and Media to students with SEND.		I, A, P
	Working with external partners	First aid training and knowledge	I, A
	An ability to offer pastoral guidance and support to students and to empathize with students on this provision		I,A
Knowledge & Skills	Knowledge of foundation level curricula		I, A, P
	Working with neuro diverse students and general learning needs.	Working with students with profound and complex needs.	I, A, P
CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
	A willingness to undertake training.		I, A
	Excellent interpersonal and communication skills		I, A
	Computer literacy and the use of new media	Knowledge of relevant assistive technologies	I, A, P
	A willingness to work within, contribute to and promote the College's Equalities Policies		I, A, P
	To apply the Safeguarding Children and Vulnerable Adults Policy and Procedure and comply with its requirements		I, A
	Disability awareness	Understanding of legislation and policies regarding disabilities including Education Health and Care Plans under the 2014 Act	I,A
	Ability to work effectively as a member of a team and autonomously as required		I, A

	Effective written, verbal and nonverbal communication skills at all levels including the ability to communicate on behalf of the College with families and external partners		I, A, P
	Ability to manage and prioritise own workload to ensure deadlines are met		I,A
Personal Attributes	An ability to work as a member of a team		I, A
	Evidence of commitment to own continuous professional development		I, A
	To uphold and behave in accordance with the College's core values		I, A
	A professional and flexible approach to work		I, A
	Commitment to promoting equality and diversity, safeguarding, health and safety and the learner voice		I,A