



JOB DESCRIPTION

POST TITLE: SEND LECTURER IN ENGLISH AND LITERACY
POST NUMBER: WREQ1964
GRADE: LECTURER SCALE

JOB PURPOSE

The person appointed will join a team of people working within the Faculty of Inclusive Practice to co-ordinate, develop and deliver high quality individualised programmes to learners within Foundation Learning. The person appointed will be required to deliver Functional Skills Literacy sessions from Pre-Entry to Level 2 to learners with SEND.

This role will be based with the faculty of Inclusive Learning, however collaboration with the cross college English and maths team will be crucial in order to share best practice and contribute to the college whole-college English and maths strategy.

KEY DUTIES AND RESPONSIBILITIES

- The person appointed will be responsible to the Foundation Learning Subject Area Managers and ultimately the Head of Faculty for the following:-
- Tutorship of learners, coordinating their individualised programme ensuring positive progression and outcomes;
- Plan and review individual study programmes ensuring all aspects of provision and support specified within a learner's Education Health and Care Plan is in place and the progress is effectively tracked and monitored;
- Develop and deliver high quality innovative teaching on a range of Entry and Level 2 programmes in English and literacy;
- Completing and using initial assessments of learners to ensure that they are put on the appropriate level of course/qualification and that their learning needs are met and if necessary complete exemption documentation;
- Implement and evidence the achievement of learners against the English awarding body standards, ensuring that external assessments and exams are organised and communicated to personal tutors and students effectively;
- Proactively track and record student progress to ensure accurate data is accessible and readily available to the Subject Area Managers on the predicted achievement and success of the programmes;

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- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided and supports them to improve;
- Mentor and sharing good practice with the Foundation Learning Team and cross college English and maths team. Contributing to the capacity development of all teachers, effectively developing the literacy skills of their students through the promotion and the delivery of CPD activities;
- Assisting students in their progression on to further education course, training or employment;
- To proactively liaise with parents, social services departments and other relevant agencies to ensure learner needs are met and progression opportunities are maximised;
- Contribute to the curriculum development within Foundation Learning;
- Organise and participate in Residential activities with students;
- Develop an inclusive provision for students with learning difficulties and/or disabilities, challenging behaviour and other barriers to learning with positive progression opportunities;
- Effectively promote Foundation Learning in all faculties of the College and Community;
- Contributing to course team meetings to monitor, review and evaluate the learners progress;
- To keep up-to-date with current developments and funding requirements, adapting to changes in English Reforms and within the field of learning difficulties and disabilities;

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all representatives of the academic staff are required to meet the following responsibilities:

- Completing all associated organisational / administrative work, preparation, and marking.
- Dealing with immediate student disciplinary and welfare problems.
- Keeping and maintaining specified student and class records.
- Planning, preparing, developing and evaluating courses and course materials, and supervising course provision, where appropriate.



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- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participating in programme / school / college activities as requested, including parents' evenings.
- Participating and undertaking Staff Appraisals and in-service training, based upon an assessment of individual service needs.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertaking individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties.
- Being prepared to operate on a flexible year as required; representatives of the academic staff will normally be expected to work not more than two evenings per week on average.
- Complying with Information Security requirements in line with College Policy.
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

SPECIFIC CONDITIONS

As post-holder, you will be based at Weston College's Knightstone Campus, but you will deliver to learners at all sites and also to apprentices within the workplace. As such, this post requires a degree of flexibility to ensure that learners studying English across the breadth of the College curriculum are supported to succeed.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-6: £23,604.00 – £31,169.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Teaching contact hours: 828 hours per annum.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i> | ✓ | |
| Degree-level qualification, which is appropriate to the work. | ✓ | |
| Teaching Qualification. All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain a Certificate in Education within the first two years of service, with the assistance of the College. | ✓ | |
| Relevant successful teaching experience in Level 2 English and Literacy (or higher). If successful, you may be required to undertake further training in English Literature, in order to ensure learners' success. | | ✓ |
| Knowledge and experience of current teaching and learning strategies. | | ✓ |
| Postgraduate qualification and / or relevant professional experience. | | ✓ |
| Experience of teaching learners with SEND and or SEND Specialist Qualification. | ✓ | |
| Computer literate. | ✓ | |
| Highly motivated and committed to developing English and Literacy skills. | | ✓ |
| Excellent organisational and administrative skills. | ✓ | |
| Excellent interpersonal skills and ability to work in a team. | ✓ | |
| Empathetic and inclusive approach to learners. | ✓ | |
| Innovative and flexible approach to the delivery of English and Literacy. | ✓ | |
| Promoting a culture of involvement, listening and responding to students' needs. | ✓ | |
| Willingness to undertake a subject specialist qualification. | ✓ | |
| Full Driving Licence and access to own transport. | ✓ | |



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FACULTY OF INCLUSIVE PRACTICE

The Faculty of Inclusive Practice encompasses the following areas:

- Foundation Learning, which includes Entry, Level 1, Full and Part time courses for learners with LDD
- Weston Bay Residential Training Facility
- Additional Learning Support
- HE Programmes

The Faculty enjoys a high profile within the College and the community. There are strong links with local schools, Education and Health Authorities, Social Service, University of West of England and other external organisations.

The Faculty has a commitment to providing all learners opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Learners are empowered to understand their disability impact, by developing strategies to accommodate their differences and inform others how they learn best as well as developing their understanding of autism. This approach lessens their dependency on others and therefore sustains their future independence.

Learners benefit from highly qualified, experienced and dedicated staff, we have established an excellent recording for placing learners on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a learner centred, quality experience.

We hope you feel encouraged to apply and wish you success with your application.

Sam Mayhew
Head of Faculty