



Supported Learning Lecturer

Reports to:	Curriculum Manager Supported Learning		
Department:	Children, Young People and Community Development	Grade:	Main Lecturer Scale
DBS Status:	Enhanced	Politically restricted:	No

Job Purpose:

To plan, teach and evaluate courses and to deliver high quality and inclusive learning opportunities.
 To support curriculum management on curriculum and course development.
 To fully participate in quality assurance and improvement processes and procedures.
 To support the achievement of annual targets for achievement rates.

Values

Collaborate proactively.
 Lead inclusively.
 Embrace change.
 Be bold and curious.
 Celebrate and share our success.

Job specific roles and responsibilities

- Teach adults effectively for an agreed scheduled timetable of class contact hours across all delivery sites.
- Interview and provide initial assessment and guidance to students.
- Monitor, evaluate and assess individual student progress and achievement.
- Develop and lead courses under the supervision of the line manager.
- Contribute to the service's quality initiatives including self-assessment, observation, appraisal and mentoring/support of tutors.
- Contribute in cross-service team initiatives.
- Produce course documentation: schemes of work, lesson plans, tracking of individual learner progress, and route to work plans.
- Teach programmes appropriate to the needs, aspirations and levels of competence of learners.
- Prepare up-to-date high quality teaching materials relevant to the needs of adults with SEND.
- Carry out student assessment, internal verification as required and adhere to quality frameworks (EIF IV) and external verification requirements.
- Monitor students' attendance and progress, maintain records, and prepare reports.
- Participate in course development and review.
- Liaise with learning support/vocational tutors and job mentors for referral purposes as appropriate.
- Contribute to and take up staff development opportunities.
- Integrate blended learning methodologies to meet learner needs, promote achievement and develop progression opportunities.
- Develop teaching materials and resources, including use of Information Learning Technologies.
- Assist in publicity and marketing.

- Keep own records and contribute to an efficient service-wide record keeping system.
- Attend and contribute to team and Standardisation meetings.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Level 5 adult teaching/training qualification e.g. DTLLS/Cert Ed or equivalent.
2. Relevant SEND subject specialism (e.g., Autism, Dyslexia, SLCN).
3. Level 2 English and Maths (GCSE C/4 or equivalent).
4. Knowledge of SEND with particular emphasis on current policy and legislation.
5. Evidence of continued professional development in the area of SEND.
6. Knowledge of current OFSTED Inspection Framework and key priorities in relation to SEND.
7. Understanding of the importance of retention and achievement and how to maximise these.
8. An understanding of the implementation of equal opportunities, British values and the prevent agenda in this context.

Experience

9. Experience of teaching SEND learners from Pre-Entry to Level 1 in a variety of teaching and learning environments.
10. Experience of embedding employability, British Values, numeracy and literacy into teaching.

Skills and Abilities

1. Plan and deliver inspirational teaching sessions appropriate to adult learners from diverse backgrounds using a range of effective methods.
2. Develop high-quality teaching documents and resources appropriate to learner needs.
3. Evaluate and track learner progress effectively.
4. Assess learner work for accreditation where appropriate.
5. Use ICT and e-learning in teaching, course planning and administration.
6. Model teaching practice, mentor and support other teachers and contribute to CPD.
7. Communicate effectively with strong interpersonal skills.
8. Organise workloads effectively and work under pressure with changing priorities.

Desirable

Knowledge of Google Classroom and other learning platforms such as Zoom and WhatsApp

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs

