



JOB DESCRIPTION

POST:	Lecturer in Skills Development (0.6FTE)
GRADE:	Main Lecturer Payscale, Points 1-15
SALARY:	On a point within the range.
DATE:	1st November 2021
PURPOSE OF THE POST:	To support the teaching/learning process in students with learning differences.
RESPONSIBLE TO:	HOC ALS

The postholder will be required to:

TEACHING AND LEARNING

1. Teach on programmes of study to support students with additional learning needs/learning differences in the specific subject areas.
2. Assess students for learning differences and produce documentary evidence to satisfy funding agencies.
3. Prepare individual/group support programmes, monitor progress against learning targets, keep records and provide timely reports/reviews to students, parents, employers and College managers, as appropriate.
4. Work closely with other Skills Development colleagues to respond to the needs of students.
5. Pay due attention to the principles of inclusive learning including:
 - individual learning styles;
 - support for students with learning difficulties and disabilities;
 - the use of assistive technology and specialist software to support learning.
6. Contribute to the design, delivery and future planning and development of the additional support service.
7. Contribute to the Skills Development teaching/learning resource bank.
8. Maintain an up-to-date knowledge of developments in the subject specific area, including developments relating to learning differences and relevant teaching strategies.
9. Develop and maintain effective internal department links related to the delivery of support and represent the College at relevant curriculum meetings.
10. Attend and contribute to relevant Department meetings and Enrolment Events, Open Evenings and Parents' Evenings, as appropriate.
11. Advise and assist the HOC ALS and other team members in matters relating to the support of the subject specialism.

QUALITY ASSURANCE

- 12. Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuous improvement.
- 13. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the curriculum area.
- 14. Participate in the College’s Lesson Observation Scheme.
- 15. Undertake professional development and training to contribute to individual and College development.

OTHER

- 16. Undertake such duties as may be reasonably requested from time to time.

The Postholder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify Personnel of any changes in personal details, eg a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

Signature of postholder: _____	Date _____
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PERSON SPECIFICATION

JOB TITLE: Lecturer in Skills Development

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS / ATTAINMENTS	Degree or equivalent professional qualification in relevant subject area Appropriate teacher training qualification	Information Technology qualification(s) Specialist Learning Differences Assessment Qualification (AMBDA, for example) Qualifications in subject specific area
EXPERIENCE REQUIRED	Excellent teaching skills Able to manage learners and learning effectively Experience of supporting individuals in a further education setting Able to develop effective learning resources	Experience of awarding body work Able to demonstrate a track record of curriculum development Experience of working across age groups (16-18 and 19+) Experience in developing study skills programmes. Experience of working in further education. Experience of assessing students for exams concessions
SPECIAL KNOWLEDGE OR TRAINING	Knowledge and understanding of current developments in additional learning support. Knowledge of appropriate health and safety requirements in working with 'at risk' students	Evidence of links with relevant professional networks Knowledgeable about curriculum developments
ABILITIES, SKILLS & PERSONAL QUALITIES	Flexibility Effective communication skills Effective team player Evidence of working towards and achieving personal targets Good administrative and organisational skills Ability to meet tight deadlines Ability to handle pressure and a range of demands Supportive and positive approach to teaching Good-humoured, energetic and enthusiastic Ability or willingness to use Information Learning Technology and other IT applications as strategies for learning.	
RELATIONSHIPS	Excellent interpersonal skills Able to relate well to learners of all abilities and to assess learner needs Able to work well with colleagues in the Department and in curriculum teams.	
MOTIVATION	Empathy with and strong commitment to meeting the needs of individual students Commitment to take part in staff development and training Commitment to the mission and values of the College and the Department.	
SPECIAL CIRCUMSTANCES	Some flexibility if required to work with adult part time students. Ability to support students individually, in pairs and in small groups.	Expertise with dyslexia/other learning differences. Knowledge of different learning styles.