

Lecturer in Additional Learning Support

Team: SEND and Additional Learning Support

Responsible to: SEND Manager

Location: Brighton Central Campus, Brighton East Campus and Haywards Heath

Job Purpose

- To undertake teaching activities specifically designed for young people with social communication difficulties and on the Autistic Spectrum.
- To work collaboratively and innovatively with staff to design, develop, manage and review programmes within the area and cross college.
- To ensure that student needs are met in a responsive way in line with the concept of inclusive learning.

Key Responsibilities

- To undertake teaching and learning related activities, including tutoring, as agreed.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To take an active role in the achievement of high individual student retention and success rates, meeting or surpassing the relevant targets for each.
- To develop curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment.
- To undertake the delivery of literacy and numeracy.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Working with diverse range of learners, including young people with specific learning difficulties	Essential	Application Form/ Interview/ Presentation
Teaching learners on the autistic spectrum and associated administration	Essential	
Creating and delivering social development sessions	Essential	
Teaching small groups and 1:1	Essential	
Assessing learners for exam concessions	Desirable	
Knowledge		
Knowledge of working with students on the autistic spectrum	Essential	Application Form/ Interview/ Presentation
Teaching and learning strategies	Essential	
Microsoft office applications, including Word and Powerpoint	Essential	
Equality Act 2010	Essential	
An understanding of safeguarding vulnerable groups	Essential	
Understanding of virtual learning environments and on-line learning	Desirable	
Application of digital technology to learning	Desirable	
Health and safety legislation	Desirable	
Qualifications		
Level 3 (or equivalent) in relevant subject	Essential	Application Form/ Interview/ Certificates
Level 2 in Literacy and Numeracy	Essential	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
Postgraduate Award of Proficiency in Assessment for Access Arrangements	Desirable	
Assessor or Verifier units	Desirable	
SpLD (Dyslexia) Certificate/Diploma	Desirable	
Skills and Competencies		
Time management skills, organisational skills and the ability to meet targets and tight deadlines	Essential	Application Form/ Interview/ Presentation
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
IT and keyboard skills, including use of email	Essential	
Ability to solve problems and make decisions	Essential	
Ability to manage challenging behaviour	Desirable	

Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
Ability to travel between sites	Essential	Interview/ Checks and Clearances
To obtain an appropriate teaching qualification as defined by the Corporation	Essential	
To undertake continuing professional development	Essential	
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £28,063 - £43,758 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme. Teachers/Lecturers on point 47 cannot progress to point 48 without successfully completing a PGCE, Certificate in Education, DELTA or equivalent.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 40 days per annum with 8 days per annum for bank holidays per annum. In addition, the Group Closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.