

## Job Description

<b>Job Title</b>	Specialist CHASE Lecturer
<b>Department</b>	The CHASE
<b>Reporting to:</b>	Specialist Provision Manager
<b>Main Purpose of the role</b>	
To deliver from pre-Entry level to level 1 provision to 16-25 learners with a variety of SEND to ensure that their learning needs are identified and met appropriately, that they are provided with the necessary training, support and assessment, and that their progress is monitored in order to achieve success within identified timescales.	
<b>Key Tasks / responsibilities:</b>	
<p>Main Duties</p> <ul style="list-style-type: none"> <li>Under the supervision of the Specialist Provision Manager, and working with the other tutors in Department, to plan and deliver a curriculum to improve skills in the following areas <ul style="list-style-type: none"> <li>Independent living</li> <li>Confidence</li> <li>Self-advocacy</li> <li>Communication</li> <li>Social skills</li> <li>Employability</li> <li>Maths</li> <li>English</li> </ul> </li> <li>Coach, assist and support students in the above areas using both regulated and none regulated qualifications such as RARPA, Functional Skills, ACENTIS/NOCN life skills according to the needs and interests of the individual learners. This will require flexibility to deal with varying abilities within groups, and the sensitivity to identify particular learning requirements</li> <li>To maintain accurate records of candidate progress, tracking and achievement.</li> <li>To communicate progress and provide feedback to the Specialist Provision Manager. This will involve regular and open discussion, advising on learner progress, any issues relating to the programme.</li> <li>To undertake an annual teaching workload of contact hours for category 'A' duties of 828 maximum to 761 minimum (pro rata for part-time) as detailed in the College workload agreement.</li> <li>Liaise with other tutors and support teams to ensure that learners achieve their qualifications by communicating progress, developments or issues and requirements that may arise, thus allowing timely intervention, support, adaptation or corrective action and ultimately completion.</li> <li>Network with colleagues to promote best practice across the sector</li> </ul>	

- Maintain appropriate Continuing Professional Development, including the attendance on all training events identified for you by the Specialist Provision Manager, to ensure the highest standards of quality in your teaching/assessing.
- To support learners needs and liaise with appropriate departments with any safeguarding needs
- Run EHCP reviews for your tutor group and keep parent/carers updated with progress and changes to outcomes
- Work closely with the team of In Class Support workers to ensure best practice is maintained

Duties may include:

- Completing an initial assessment with each student to establish the correct levels to be undertaken and agreeing the target timescale for completion in line with College guidelines.
- Inputting into the Individual Learning Plan/Assessment Plan for each learner, updating the components of the learning programme and target completion dates.
- Ensuring that learners are enrolled and registered with the appropriate awarding body.
- Providing learners with the skills and knowledge where necessary to help them complete their study program and pass any regulated qualifications they are working towards.
- Following the guidance issued by both the Awarding Body and the College with regard to assessment practice and the completion of documentation, and to engage in Internal Verification and standardisation meetings throughout the year
- To update lesson plans and resources as appropriate
- Conducting regular reviews of progress involving the learner, to ensure achievement of the agreed outcomes within the timescale.
- Monitoring and managing the progress of individual learners so as to meet the targets agreed in the Department Quality Improvement Plan.
- Full compliance with the College's Quality Assurance systems to ensure consistency and continuous improvement, liaising with appropriate College staff to ensure that systems in support of assessment, verification and additional support are fully implemented.
- Completion of all paperwork required meeting audit requirements.
- Attendance at team meetings, Open Days/Evenings, Staff Development days and any other duties as directed by the Head of Sector.
- Development of online resources where appropriate for qualification requirements
- Support for learners through either an onsite or a blended learning approach
- To participate in the College staff development review and appraisal process.
- To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.
- To ensure subject updating activities including curriculum and professional are undertaken and agreed with the line manager.
- To observe and have responsibility for the College Health and Safety policies. This includes the duty to take reasonable care to avoid injury to themselves or others by their work activities or omissions, and to co-operate with their Employer in the discharge of its statutory duties.
- Any other duties required by the line manager or Head of Sector that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly. Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

#### **Role Dimensions**

- Taught sessions at one or more of the SGS Campuses agreed by the college.
- Some individual learning / 1:1 sessions / Group taught sessions / Online lessons
- May require an element of early, late and weekend working to suit availability of learners undertaking the qualifications
- Flexibility to deal with varying abilities within groups and the sensitivity to identify possible Particular Learning Requirements
- Flexibility to deal with ongoing changes

<ul style="list-style-type: none"> <li>Flexibility and understanding of SEND and SEMH to meet the needs of a variety of learners as they prepare for adult life and employment</li> </ul>					
<b>Key Interfaces</b>					
<ul style="list-style-type: none"> <li>Parent/carers</li> <li>Specialist Provision Manager</li> <li>Tutors</li> <li>SEND / Safeguarding team</li> <li>Awarding organisations</li> <li>Functional skills department</li> <li>Head of Sector</li> <li>CHASE In Class Support Worker team</li> </ul>					
<b>Supporting College Goals and Values – all roles</b>					
<p>In addition to the requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>Promoting and implementing best practice in Health and Safety.</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<ul style="list-style-type: none"> <li>90% retention and completion target</li> <li>85% pass rate for all functional skills where appropriate</li> <li>Evaluation and evidence of TLA including learners' views.</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced with barred list checks					
<b>Author and Date</b>					
Deanna Wilkins 11/05/23					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## Tutor



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Educated to degree level or equivalent or have substantial relevant subject experience.		✓	Application form and certificate
Assessors / IQA Qualification		✓	Application form and certificate
Experience of delivering online through TEAMs		✓	Application form and certificate
Teaching Qualification (DTLLS) or willing to be working towards  You will be required to obtain a Stage 3 full professional qualification (PGCE in post-16 education or equivalent) within 2-4 years of commencing lecturing duties within the College.	✓		Application form and certificate
GCSE Maths and English grade C or above or Level 2 equivalent	✓		Application form and certificates
Experience of ICT functional skills or ICT delivery		✓	Application form and certificates
<b>Experience and knowledge</b>			
Experience working with pre-entry to level 1 students with SEND and SEMH	✓		Interview and application
Recent experience of assessing / Online teaching		✓	Interview and application
Ability to convey information which needs careful explanation or interpretation	✓		Interview and application
Being supportive and encouraging to others in the team	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
Working with others to reach an optimum conclusion by collaboration	✓		Interview and application
Taking responsibility for an area of work, setting standards and monitoring performance.		✓	Interview and application
Good administrative skills	✓		Interview and application
Ability to show initiative	✓		Interview and application
Knowledge of devising assessment materials and systems in line with awarding body requirements/RARPA		✓	Interview and application
Evidence of achieving targets within timescales	✓		Interview and application
Evidence of current industry practice/updating	✓		Interview and application
Accurate completion of College and awarding body documentation as per guidelines		✓	Interview and application
<b>Skills and abilities</b>			
IT literate	✓		Interview and application
Ability to create individual learning plans and ensure timely completion	✓		Interview and application
Ability to understand and interpret complex information and take actions to improve	✓		Interview and application
Excellent oral and written communication skills	✓		Interview and application
Excellent organisation and administrative skills	✓		Interview and application
<b>Essential College attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Interview and application
<b>Influencing skills:</b> The ability to persuade others.	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Interview and application
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Interview and application
<b>Circumstances of role (if applicable)</b>			
Must be willing to undertake appropriate training and staff development to contribute to CPD	✓		Interview and application
Must be prepared to work flexibly to meet business needs early start/late finish	✓		Interview and application
Hold a full current driving licence	✓		Interview and application
Have access to a vehicle at all times for the purpose of work	✓		Interview and application
Hold car insurance to cover business use	✓		Interview and application
Ability to obtain and maintain a satisfactory Disclosure and Barring Certificate	✓		Interview and application