Job Description

Lecturer

Purpose of the Post

The Lecturer will be responsible for managing and directing teaching teams and ensuring effective, learner-centred learning opportunities to meet the needs of adults with special needs. This will include working in consultation with carers and colleagues from other disciplines.

The Lecturer will assist the management team in the development of Orchard Hill College and Academy Trust as a professional resource and deliver training opportunities for carers and colleagues internally and externally.

Reporting Relationships

The Lecturer will report to their direct Manager.

Functional Links

The Lecturer will be expected to work in collaboration with allied professionals. This will include:

1. Joint provision with therapists, personnel from Social Services, Health and Education.

2. Liaising with parents, carers, advocates and volunteers.

3. Receiving visitors and facilitating interactions between students and visitors during sessions.

Duties and Responsibilities

1. Effective planning of teaching/learning within designated curriculum areas.

2. Implementing appropriate assessment, objective setting, recording, reporting and evaluation of educational programmes.

3. Ensuring that student learning experiences are organised in a progression which supports the development of the individual.

4. To demonstrate a commitment to the safeguarding of children and vulnerable adults.

5. Ensuring that equipment/materials required for teaching/learning are safe and appropriate.

6. Responsibility for the identification and ordering of equipment within curriculum area budget.

7. Commitment to upholding the ethos of Orchard Hill College and Academy Trust as an educational provision, which ensures that the dignity of the learner and the relationships between staff and students is positive and responsive.

8. Responsibility for the development, review, clarification, documentation and publication of designated curriculum areas.

9. Effective management and supervision of team members, including whenever necessary, volunteers, students and visitors.

10. Participation in internal and external meetings to include:
    - Lecturers' information and planning meetings
    - Staff meetings
    - Person Centred Planning meetings
    - Support meetings
    - Teaching Team meetings
    - Student Review meetings

11. Planning and delivery of designated areas of staff development both internally and externally.

12. Participation in appropriate staff development opportunities to up-date or develop new skills.

13. Contribute to the identification of development strategies for Orchard Hill College and Academy Trust as a whole:
    - Understanding and inducting others into the core values of the College.
    - Participation in regular reviews of the service as a whole.
    - Providing suggestions for development.
    - Participation in, or leading, working groups identified to implement specific areas of the development plan.

14. Represent Orchard Hill College and Academy Trust when required to do so, e.g. at meetings, conferences, receiving visitors.

15. Maximum of 22 hours teaching weekly (including one evening commitment).

16. Planning, co-ordination and responsibility for 10 days of non-term. Assessment and Refresher provision.

17. Planning co-ordination and implementation of training workshops during non-term time, as required (average 2 days).

18. On occasion and after training, to give students their medication.

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20. To undertake such other duties of a similar nature as required by the Principal.

Other Information

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the postholder.

Person Specification

Lecturer

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Qualifications/Experience:	**Priority**
1.	Must hold a Certificate of Education (CertEd) on appointment, or an alternative equivalent teaching qualification, or currently be undertaking or willing to undertake the Certificate of Education (CertEd).	1

2.	Must hold level 2 Maths and English qualifications or be willing to enrol on our internal functional skills course within your first year of employment and complete the course within 2 years.	1
3.	Recent Outstanding/Good teaching experience with students with special needs.	1

Ability, Skills and Knowledge:

4.	Able to demonstrate effective planning of educational programmes for adults with special needs.	1
5.	Able to implement appropriate assessment, objective setting, recording, reporting and evaluation of educational programmes.	1
6.	Able to communicate effectively with students, carers and professionals.	1
7.	Able to initiate development in designated curriculum areas.	1
8.	Able to manage and direct teaching teams.	1
9.	Able to co-ordinate and implement programmes of staff development internally and externally.	1
10.	Able to communicate a commitment to the view that students with special needs can and do achieve.	1
11.	Able to work successfully with students who may exhibit challenging behaviour.	1
12.	Able to demonstrate a commitment to safeguarding children and vulnerable adults and to promote and comply with the College's Safeguarding, Equality and Diversity and Health and Safety Policies.	1