

Specialist SpLD teacher/Assessor

Generic information taken from the Conditions of Service. Further details may be discussed at interview.

Professional Duties

Prioritising the safeguarding of all students and participating in training on safeguarding matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

Teaching

1. (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in college and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of students, including during parents' evenings;

in each case having regard to the curriculum for the College.

Other Activities

2. (a) making records of and reports on the personal and social needs of students;
- (b) communicating and consulting with the parents of students;
- (c) communicating and co-operating with persons or bodies outside the college;
- (d) participating in meetings arranged for any of the purposes described above, including transition meetings for high needs students;
- (e) contributing to the review of Education, Health and Care Plans (EHCPs); co-ordinating and leading the annual review in conjunction with the Lead Professional, where a SpLD is the basis for the plan.

Assessments and Reports

3. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

Professional Review and Staff Development

4. (a) participating in arrangements made for the review of your performance and that of other staff.

- (b) reviewing from time to time your methods of teaching and programmes of work;
- (c) participating in arrangements for your further training and professional development.

Educational Methods

- 5. Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

- 6. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere.

Staff Meetings

- 7. Participating in meetings at the college which relate to the curriculum for the college or the administration or organisation of the college, including pastoral arrangements.

Cover

- 8. Supervising and so far as practicable teaching any students whose teacher is not available to teach them:

Provided that no teacher shall be required to provide such cover:

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
- (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced; unless:
 - (i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher');
or
 - (ii) the college has exhausted all reasonable means of providing a supply teacher to provide cover without success;
or
 - (iii) she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.

Public Examinations

9. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

Management

10.
 - (a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.
 - (b) co-ordinating or managing the work of other staff;
 - (c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

Administration

11.
 - (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;
 - (b) registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.
12. Any other duties as directed by the Principal.

Post: Learning Support Teacher/Assessor

Category	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> Teaching qualification (PGCE/QTS) or commitment to obtain QTS A current SpLD Assessment Practising Certificate. Alternatively, a post-graduate qualification in individual assessment or equivalent at L7 which must include psychometric testing 	<ul style="list-style-type: none"> Higher degree 	Application form/certificates
Experience	<ul style="list-style-type: none"> Successful teaching career/potential to have successful teaching career IT literate 	<ul style="list-style-type: none"> Experience of teaching 16-19 year olds Experience in assessing under the JCQ regulations for exam arrangements Experience in supporting students with SpLDs in the post 16 sector 	Application form/ interview/ references
Special Knowledge and Training	<ul style="list-style-type: none"> Up to date knowledge of changes within the field of SpLDs 	<ul style="list-style-type: none"> Understanding of the FE sector particularly Sixth Form colleges 	Application form/ interview/ references
Additional Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills – written and verbal Excellent organisational skills Ability and willingness to work as part of a team Ability to work under pressure 	<ul style="list-style-type: none"> Knowledge of appropriate assistive technology 	Application form/ interview/ references

	<ul style="list-style-type: none"> • To display a commitment to the protection and safeguarding of children and vulnerable adults • To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not 		
Other	<ul style="list-style-type: none"> • Willingness to attend training courses and network meetings • Good attendance record 		Interview/ references

Note: 'Interview' may include an observed lesson, a presentation and/or separate discussions with other potential team members/colleague.