

JOB DESCRIPTION

Job Title	SEND Lecturer
Contract	1-year fixed term, 0.6 FTE
Job location	Elm Park Campus, Stanmore
Department	SEND
Reports to	Director of SEND and Inclusive Learning
Salary Range	£27,980 - £44,835 FTE per annum £16,788 - £26,901 per annum (0.6 FTE)

Job Purpose:

The main purpose of the role is to deliver high quality education and training to ensure the retention and achievement of our learners across Foundation Learning Courses for high needs learners.

Duties Specific to the Post:

- To manage the learning activities of students according to their educational needs
- To deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To implement curriculum and course development and curriculum delivery within the area of work.
- To deliver inspirational teaching and access to learning across a range of programmes.
- To provide assessment opportunities in line with the relevant awarding bodies and requirements.
- To prepare and adapt teaching materials including assignments, reading lists, assessment papers and handbooks to enable all learners to progress and succeed at the appropriate level.
- Prepare and maintain course related paperwork such as project briefs, schemes of work, lesson plans and resource materials for teaching programmes.
- To undertake the necessary administrative tasks required for the effective operation of the programmes in this area to carry out moderation, assessment and verification.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.

Supporting Students:

- To interview and assess students ensuring ILP's are developed for individual learners needs according to their EHCPs outcomes.
- To act as course tutor for at least one group of students. Assess students' progress regularly including the timely marking of work and giving feedback, both written and oral.
- Understand and keep up to date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.

Course Management and Administration:

- To participate in student inductions and contribute to the design of induction programmes.
- Ensure your resources within your subject are kept up-to-date and accessible to students and other staff in liaison with the curriculum leaders and the College's Learning Centre.
- Produce reports to provide information to parents/employers/external professionals e.g. annual reviews.
- Adhere to the departments quality assurance processes including internal verification of project briefs and the assessment of student work taken part in standardisation of grading decision meetings.
- Ensure all records are kept up to date, including the completion of registers, and other required documentation in a timely manner.
- Carry out students' questionnaires and elicit feedback on the quality of teaching and learning.
- Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
- Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
- Develop industrial links with other professionals within the industry to maintain personal research or professional practice in own specialist area for personal progressional development

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Attend promotional events to publicise college and faculty activities and contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.
- Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that student receive effective learning support.
- Attend team meetings, College and external events as required.
- To participate in curriculum development and new course initiatives within the faculty and wider college.



- Contribute to the overall quality improvement plans and key performance indicators
- Ensure all data is handled in line with General Data Protection Regulations.
- Promote Equality, Diversity and Inclusion and adhere and fully implement the colleges policies and procedures relating to EDI.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Sunday, 16th August 2026
Interview Date: Friday, 21st August 2026

PERSON SPECIFICATION

JOB TITLE: SEND LECTURER

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
A good level of education including Maths & English at Level 2 (GCSE or Equivalent)	E	Application Form/ Certification
Relevant Degree	E	Application form/ certification
Full teaching qualification (PGCE, Cert Ed, DIT)	E	Application Form/ Certification
Assessor Award	D	Application Form/ Certification
To hold a subject specialism in SEND	D	Application Form/ Certification
KNOWLEDGE & EXPERIENCE OF:		
Proven experience of teaching learners with special educational needs and disability including complex needs at pre - entry level to Level 2 in a school, FE College or adult learning institution	E	Supporting Statement/ Teaching Assessment/ Interview
Assessing experience in the relevant subject area	D	Supporting Statement/ Interview
Understanding of the Preparing for adulthood curriculum	E	Supporting Statement/ Interview
Ability to plan and deliver a range of qualifications from Entry to Level 2	E	Application Form/ Supporting Statement/ Teaching Assessment/ Interview
Up-to-date knowledge of the subject area and inclusion	E	Application Form/ Supporting Statement/ Interview
Sound Equality, Diversity and Inclusion practice and how to apply it in the relevant area of work	E	Supporting Statement/ Interview
A sound understanding of safeguarding and prevent. A commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.	E	Supporting Statement/ Interview
OTHER SKILLS:		
The ability and desire to engage and inspire the high needs learners	E	Supporting Statement/ Teaching Assessment/ Interview

Excellent Communication skills, both verbal and written	E	Written Exercise/ Teaching Assessment/ Interview
Good administrative & organisational skills	E	Supporting Statement/ Interview
Good interpersonal Skills	E	Supporting Statement/ Interview
Good classroom practice	E	Supporting Statement/ Teaching Assessment/ Interview
Good digital skills and ability to use IT to deliver the curriculum	E	Supporting Statement/ Interview
Commitment to learners and learner achievement	E	Supporting Statement/ Interview
Commitment to implement College compliance procedures and other policies	E	Supporting Statement/ Interview
ABILITY TO:		
Relate to and motivate students from a variety of backgrounds and ages	E	Supporting Statement/ Teaching Assessment/ Interview
Work as an effective team member with a positive and collaborative manner	E	Supporting Statement/ Interview
PERSONAL QUALITIES:		
Ability to manage workload and priorities.	E	Supporting Statement/ Teaching Assessment/ Interview
Flexible approach to work	E	Supporting Statement/ Interview
Commitment to continuous personal development	E	Application Form/ Supporting Statement/ Interview