



# JOB DESCRIPTION

**POST TITLE:** LECTURER IN FOUNDATION LEARNING

**POST NUMBER:** WREQ1974

**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

The person appointed will join a team of people working within the Faculty of Image and Inclusive Practice to develop, supervise and deliver high quality teaching of Entry Level and level 1 programmes to learners with SEND and barriers to learning. The person appointed will be delivering a range of subjects including; Personal and Social Development, Independent Living and Employability within Foundation Learning to re-engage learners.

## **KEY DUTIES AND TASKS**

The person appointed will be responsible to the Curriculum Co-ordinator, Strategic Manager in Inclusive Practice and ultimately to the Head of Faculty, for the following:-

- Tutorship of learners, coordinating their individualised programme ensuring positive progression and outcomes;
- Plan and review individual study programmes ensuring all aspects of provision and support specified within a learner's Education Health and Care Plan is in place and the progress is effectively tracked and monitored;
- Develop and deliver high quality innovative teaching on a range of Entry and Level 1 programmes in Personal and Social Development, Independent Living and Employability;
- Implement and evidence the achievement of learners against the RAPPRA framework for all non-accredited learning;
- Proactively track and record student progress to ensure accurate data is accessible and provide monthly reports to the Curriculum
- Co-ordinator on the predicted achievement and success of the programmes;
- Mentor and sharing good practice with the Foundation Learning Team. This may also include the delivery of LDD CPD activities and training programmes.
- Work in partnership with Employers and other relevant organisations to ensure the workplace is accessible for Foundation Learning students;

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- Assisting students in their progression on to further education course, training or employment;
- To proactively liaise with parents, social services departments and other relevant agencies to ensure learner needs are met and progression opportunities are maximised;
- Contribute to the curriculum development of Foundation Learning;
- Organise and participate in Residential activities with students;
- Develop an inclusive provision for students with learning difficulties and/or disabilities, challenging behaviour and other barriers to learning with positive progression opportunities;
- To be proactive in liaising with cross college tutors, Education Health and Care Plan co-ordinator and other relevant professionals;
- Effectively promote Foundation Learning in all faculties of the College and Community;
- Contributing to course team meetings to monitor, review and evaluate the learners progress;
- To keep up-to-date with current developments and funding requirements, adapting to changes in the field of learning difficulties and disabilities;
- Reviewing and developing tutorial/target setting;

## **GENERIC DUTIES AND TASKS**

In addition to the requirements of the post above, all academic staff are required to:

- To Complete all associated organisational / administrative work, preparation, and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop, and evaluate courses and course materials, and supervise course provisions, where appropriate.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities, as requested, including parents' evenings.



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- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual and / or collaborative research and consultancy work agreed by Weston College management, as part of the lecturers' current duties.
- Be prepared to operate on a flexible year, as required. Academic staff will normally be expected to work not more than two evenings per week, on average.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale 1-6: £23,604.00 to £31,169.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

Teaching contact hours: 828 hours per annum.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

***Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A Degree that is appropriate to the work or a relevant qualification.	✓	
Relevant successful teaching experience of PSD, Independent Living and Employability with Foundation Learning Students.	✓	
A Teaching Qualification. <i>All candidates for teaching posts within Foundation Learning must possess a recognised teaching qualification, specialist degree or be prepared to gain this (with the assistance of the College) a qualification within the first two years of service.</i>	✓	
Knowledge and experience of current teaching and learning strategies in relation to students with barriers to learning including emotional and behavioural difficulties and/or specific learning difficulties.	✓	
An understanding of and commitment to Inclusive Learning and Disability Equality.	✓	
Knowledge and understanding of the delivery of Foundation Learning.	✓	
Highly motivated and committed to developing the Foundation Learning area.	✓	
Skills in the development and implementation of personalised learning programmes.	✓	
Innovative and flexible approach.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
Excellent Organisational Skills.	✓	
Excellent Communication Skills.	✓	
Promoting a culture of involvement, listening and responsiveness to Students Needs.	✓	
Working Knowledge of: Additional support systems.		✓

# FACULTY INFORMATION

## FACULTY OF INCLUSIVE PRACTICE

The Faculty delivers a wide range of courses aimed at widening participation particularly for groups of people who might not otherwise access opportunities for learning. We are committed to meeting the lifelong learning needs and aspirations of learners through the development of an inclusive and progressive curriculum provision that supports learners in overcoming barriers to learning. We seek to address social exclusion by helping learners to become active citizens with a range of employability skills.

All areas within the Faculty achieve high levels of retention and achievement and the OFSTED in 2013 graded the LDD areas as Outstanding.

The Faculty currently consists of the following divisions:

- Foundation Learning
- Additional Learning Support
- HE and External Projects
- Weston Bay Residential Training Facility

The Faculty enjoys a high profile within the college and the community. There are strong links with local schools, Education and Health Authorities, Social Service, Bath Spa University College and other organisations.

The Faculty has a commitment to providing all learners opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Learners benefit from well qualified, experienced and dedicated staff, we have established an excellent recording for placing students on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a learner centred, quality experience.

**Sam Mayhew**  
Head of Faculty