



COLEG CAMBRIA

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Additional Learning Needs

Reports to: Deputy Director

Salary range: Main Grade Lecturer Scale

Main Purpose of Job:

To teach on a variety of ALN programmes to be agreed with Line Manager

Key Accountabilities:

- 1 To perform scheduled teaching, preparation of learning materials, marking of students' work, liaison with awarding bodies and exam invigilation.
- 2 To carry out screenings for specific learning difficulties and carry out assessments for exam access arrangements.
- 3 To provide educational guidance, support and counselling for all students.
- 4 To liaise with and give feedback and advice to mainstream staff about ALN support in the classroom.
- 5 To deliver ALN awareness training for mainstream tutors and support assistants.
- 6 To assist in the recruitment and interviewing of students when required.
- 7 To participate in the marketing, planning, assessment and evaluation of course provision.
- 8 To liaise with tutors from other business areas with regard to resources, curriculum development, student reports and other related matters.
- 9 To participate in the annual review processes for learners with additional learning needs as required.
- 10 To complete and produce within the agreed deadlines, documentation such as, registers, schemes of work, records of work, course review, course analysis documentation, student reports, absence reports, course files etc.
- 11 To implement and adhere to quality systems to ensure retention, recruitment and achievement targets are continually improved in line with College Policy.
- 12 To undertake continual professional development and attend events and meetings as required.
- 13 To participate in the organisation's self-assessment procedures; external inspection and audit requirements; external and internal verification activities.
- 14 To monitor and evaluate learning sessions and participate in teaching observations.

15 To carry out any other duties in line with the post and conditions of service which may involve participation in planning and organising any special functions undertaken by the business area, including internal and external events.

Key Relationships:

To form effective and co-operative working relationships with:

- Learners and their parents, carers or employers
- Principal
- Deputy & Assistant Principals
- Heads of Service
- Deputy / Assistant Directors
- Other college support and academic areas
- Key stakeholders/external agencies/community groups/ local industry

You will be expected to be proactive in your own personal and professional development and to demonstrate a flexible approach to your duties.

This job description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.

Signed:

Date:

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POSTHOLDER

Signed:

Date:

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HUMAN RESOURCES

PERSON SPECIFICATION

Criterion	Importance	
	<i>Essential</i>	<i>Desirable</i>
Qualifications:		
Level 7 Qualification in assessment for exam access arrangements (AAA)	✓	
Level 7 Teaching Qualification - SPLD	✓	
Current SASC Practicing Certificate		✓
Teaching Qualification (e.g Cert Ed, PGCE, C&G 7407)	✓	
GCSE English & Maths at Grade C or above, or an equivalent qualification	✓	
Possess or be working towards Assessor Award, (<i>depending on course requirements</i>)		✓
Possess or be working towards Verifier award, (<i>depending on course requirements</i>)		✓
Experience & Knowledge:		
Proven experience in delivery of specialist tutorials (1:1, small group sessions)	✓	
Experience of delivering staff training.		✓
Experience of assessing for exam access arrangements	✓	
Awareness of the importance of quality standards within teaching	✓	
Demonstrate an understanding of current developments within your own specialist area and ways of keeping up to date with such developments	✓	
Knowledge of the broad range of learning needs and how to support these needs within a learning environment	✓	
Be able to analyse and use key information to inform teaching and learning	✓	
Knowledge of the Equality Act 2010 and Welsh and English SEN/ALN legislation.	✓	
Technical/professional/personal Competencies:		

Be able to conduct full DCA assessments		✓
Able to identify, interpret and apply specific knowledge to practice	✓	
Competent in MS Office, particularly PowerPoint. Able to navigate internet and intranet.	✓	
An understanding and knowledge of ALN/SPLD assistive technology software	✓	
Be able to develop and use a range of teaching and learning techniques	✓	
Recognises and makes students aware of their strengths and development needs	✓	
Ability to assess the outcomes of learning and learner achievements	✓	
Able to deal promptly and effectively with inappropriate behaviour in the classroom	✓	
Able to prepare effective written and visual teaching materials	✓	
Show an appreciation of FE values and ethics	✓	
Can reflect and evaluate upon own performance and plan for future practice.	✓	
Excellent communication and interpersonal skills	✓	
Can establish effective working relationships, strong team player	✓	
Is self-confident and displays energy and enthusiasm in the learning environment	✓	
Creative, innovative and imaginative	✓	
Open and responsive to the needs of others	✓	
Can quickly adapt to changing circumstances and new ideas	✓	
Committed to continuous personal and professional development	✓	
Able to communicate through the medium of Welsh		✓
A demonstrable empathy with the Welsh culture	✓	
A demonstrable commitment to Equality and Diversity	✓	