



JOB DESCRIPTION

Job Title: Instructor – Supported Learning
Department: Supported Learning
Reporting To: Curriculum Team Leader
Date JD produced/revised: November 2022

The primary purpose of this job role is to;

Provide training and assessment in a variety of work environments and across a broad range of courses and vocational options in SEND. The post holder will be required to monitor progress, set targets and maintain assessment records for learners in the SEND department.

The primary duties, tasks and responsibilities of this job role are to;

Learning

1. Teach, supervise and assess learners in a variety of locations across a range of programmes in SEND across a range of levels including pre-entry and above.
2. Organise assessment opportunities in line with the relevant awarding body requirements to promote achievement.
3. Monitor, action plan, track and review the learners' progress.
4. Maintain and complete assessment records and action plans.
5. Liaise with colleagues, employers and learners to provide feedback and reports on learner progress.
6. Prepare and maintain resources and the environment for learning (workshop/studio)
7. Assist with visits and external events e.g. student skill competitions.
8. Assist in recruitment of learners and participate in College Open Days and special events.
9. Attend Faculty, team and cross college meetings as appropriate.

General

10. Work collaboratively with internal and external colleagues as required on College initiatives.
11. Maintain compliance with all College planning and quality processes and procedures.
12. Participate in actions that contribute to meeting financial targets set for the Faculty.
13. Follow safe working practices and appropriate Health & Safety and Safeguarding legislation at all times.
14. Actively advance equality of opportunity and foster good relations within the College community and adhere to College Equality and Diversity policies, procedures and practices.
15. Undertake such other duties as may be reasonably required, commensurate with the level of responsibilities and duties of this post.

Other Accountabilities

1. To maintain professional standards in relationships, including non-discriminatory practices, and to maintain a high level of confidentiality and discretion.
2. Actively support the College's values, policies and procedures, particularly responding to those relating to health and safety, safeguarding, equality and diversity, data protection and GDPR.
3. Be familiar with and promote safeguarding requirements, as outlined in the Safeguarding Policy and Procedure and ensure you undertake appropriate training provided by the College.

4. Carry out such duties and responsibilities under the Health and safety at Work (etc) Act 1974 and associated legislation as described in the College's Health and Safety policy documents
5. Adhere to the Risk Management Policy and to notify your line manager of any identified risk.
6. Such other duties commensurate with the grade of the post as may be reasonably required at any of the College locations.

The resource management responsibilities of this role are;

Financial: N/A

People Management: N/A

Other: N/A

Special conditions or working arrangements applicable to this role are;

This post is defined as regulated activity. The postholder is required to hold an enhanced DBS disclosure check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work.

Terms and Conditions	Details
Salary Scale	Instructor Scale
Salary: (to be pro-rated if part-time)	£19,147.60 - £22,652.40 per annum (actual) £22,443 - £26,551 per annum FTE
Location:	Huntingdon Campus
Superannuation Scheme:	Local Government Pension Scheme
Number of hours to be worked per week	37 hours per week
Full year or term time only contract	Term time only
Contract type	Permanent

EMPLOYEE PROFILE

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	DESIRABLE	ASSESSMENT METHOD e.g., application form, interview, tests
Qualifications	<p>Qualified to minimum Level 2 standard in English and Maths or passes the College's assessment in these subjects</p> <p>Vocational skills or practical ability to work with hospitality/catering and life skills.</p>	<p>Teaching qualification</p> <p>Assessor award</p> <p>Skills for life qualifications at level 2 or higher</p> <p>Level 2 Food Hygiene Certificate or willing to undertake the qualification would be advantageous. Previous catering experience.</p>	<p>Application form Certificates</p>
Related Experience	<p>Extensive recent, relevant experience of working with learners with a range of learning disabilities.</p> <p>Experience of delivering training and assessment at pre-entry level to Level 1</p>	<p>Experience in working with SLD, MLD and SEMH students</p>	<p>Application form Interview</p>
Special Circumstances	<p>The ability to work with learners and staff at all levels</p> <p>Attendance at marketing, recruitment and other Faculty events during evenings or weekends</p>		<p>Interview</p>
Knowledge, skills and abilities	<p>Good interpersonal, communication and administrative skills</p> <p>Experience of using Word, Excel, Outlook etc</p>	<p>A working knowledge of relevant vocational qualifications and progression routes for entry level learners.</p>	<p>Interview</p>

	<p>Ability to cultivate good working relationships with colleagues and other departments</p> <p>Ability to plan and organise effectively</p> <p>Be competent to deliver a range of sessions that will include working with animals, art, business, sport and leisure, cookery, life skills</p>	<p>Current Health & Safety knowledge and ability to write risk assessments.</p>	
<p>Disposition and approach</p>	<p>Flexible, responsive, responsible, creative and resourceful.</p> <p>Ability to work as part of a team.</p> <p>Ability to motivate learners of all ages and levels.</p> <p>Enthusiastic, aspirational and a positive approach.</p> <p>Commitment to promoting and safeguarding the welfare of children and vulnerable Adults.</p> <p>Commitment to equality & diversity</p>		<p>Interview References</p>