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| **Job Description** |
| **Post title** | Lecturer Foundation Learning (Maths, English, ESOL, SEND) |
| **JE Reference No** | N9720 |
| **Grade** | Grade 9 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education and Skills; Progression and Skills |
| **Reporting to** | The post holder is accountable to the Programme Lead Foundation Learning and will be required to work across other programme areas as required. |
| **Location** | Your normal place of work will be Civic Centre, Crook, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The role will require the development of positive working relationships with a wide range of organisations and partners locally and regionally to ensure the Service delivers a wide range of high-quality learning opportunities across the County.

The post holder will participate in the planning and development of programmes and carry out teaching and learning activities across the county.

The post holder will be required to supervise any learning support assistants allocated to their classes; prepare the learning environment including the handling and setup of specialist equipment, resources and materials as determined by the course; to guide and direct learners on their progress throughout their planned learning journey as well as possible progression options; to monitor and advise on learner’s welfare including safeguarding, health and safety and to work with the centre staff including management and subject sector leads.

The post may involve travel between centres and to employer’s premises including regular day time and evening working and the possibility of some weekend working. The working conditions could include classrooms, workshops/employer’s premises or in community venues. This may involve long periods of standing, manual handling, lifting, carrying and erecting of resources as well as some lone working before and after classes.

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| **Duties and responsibilities** |

Listed below are the duties and responsibilities this role will be primarily responsible for:

* To contribute to learner recruitment and selection including preparation of course descriptions and guidance and other marketing information as directed,
* To attend enrolment and recruitment events and provide advice on suitability of courses for individuals,
* To provide information, advice and guidance to prospective learners on the suitability of courses for learners and on wider issues connected with learning and work,
* To carry out initial assessment of learner’s skills, interests and aptitudes and devise the individual learning plan and learning and personal goals with the learner,
* To contribute to the development of resources and learning materials for courses,
* To prepare schemes of work, lesson plans and associated materials considering the needs of individual learners, the need to promote English and Maths across every curriculum area, and the promotion of safety, health, equality, diversity, safeguarding and sustainability,
* To deliver good or outstanding teaching and learning using innovative methods and e-learning and taking into account the needs of individual learners, supporting them to achieve their goals,
* To plan for and deliver additional learning support, personalised learning or adjust teaching strategies to deal with learners with additional needs, including those with learning difficulties and/or disabilities,
* To implement assessment procedures that review and assess formative and summative progress of the learner and, where appropriate, to review learner’s progress with employers,
* To prepare learners for examination or assessment,
* Where directed, to act as a personal tutor or pastoral support to nominated individuals or groups of learners,
* To promote, as directed, the learner support and learner financial assistance available,
* To promote progression into further learning opportunities for learners,
* To maintain quality assurance records including course records and reviews, personal learner records, caseload reviews, group profiles and any other documentation as directed by the subject lead and service management,
* To complete all learner data requirements needed for the funding of the learner’s programmes including those associated with enrolments, learner agreements, attendance, withdrawals, completion, destinations and impact of learning,
* To contribute to identifying and nominating learners for the annual Awards ceremony and provide case studies to aid the celebration of learner achievement,
* To attend team meetings and other appropriate meetings as required, including standardisation meetings with the subject lead in the relevant area,
* To contribute to the self-assessment process and business improvement planning, including contribution of views and evidence to support judgements against the Common Inspection Framework,
* To participate in the Observation of Teaching, Learning and Assessment process and respond proactively to feedback and make improvements to teaching as identified,
* To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Durham County Council and relevant legislation,
* To risk assess learning activities and for work-based learning lecturers, to carry out health and safety monitoring of workplaces,
* Ensure that policies and procedures related to Safeguarding, Prevent and Promotion of British Values are promoted across the programme area,
* To commit to the ALSS’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the Service,
* To support and promote the safeguarding of all learners, visitors and staff.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * A minimum Level 5 teaching qualification - DTLLS, CertEd or equivalent,
* A professional, vocational or graduate qualification in the field to be taught, Vocational and professional qualifications need to be at least at NVQ Level 3 or equivalent and at least one level above the level to be taught,
* Vocational qualifications or CPD must demonstrated relevant and up-to date knowledge of the subject area,
* GCSE Grade A to C in English and Maths or appropriate equivalent.
 | * Current internal verifier award,
* Level 3 IAG award,
* Current assessor award – D32/D33 or A1 or equivalent.
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| Experience | * Significant teaching experience within post 16 and 19+ learners,
* Experience of supporting apprenticeship provision,
* Experience of teaching and supporting learners with additional learning needs or with challenging behaviour,
* Experience of following a quality assurance framework,
* Experience of collaborative working within a team,
* Experience of using E-Learning Technologies,
* Experience of delivering a range of appropriate qualifications within the subject area and sound understanding of awarding body requirements,
* Experience of using virtual learning environments (VLE) and maintaining own resources on a VLE,
* Experience of assessing learners through a range of methods including professional discussion, observation, witness testimony and performance evidence,
* Experience of providing information, advice and guidance,
* Experience of monitoring the health and safety of learning environments and workplaces to ensure safety of learners.
 | * Experience of working with learners with learning difficulties/disabilities,
* Experience of development and delivery of employability programmes,
* Experience of supporting Apprenticeship delivery.
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| Skills & Knowledge | * Good or outstanding teacher who is willing to share good practice, has innovative and effective teaching strategies to improve understanding and skills levels,
* Able to identify and address the differing needs of a wide range of learners,
* Able to use a range of teaching materials and resources,
* Good ICT, administrative and organisational skills,
* Able to develop effective relationships and motivate groups of learners,
* Good oral and written skills,
* Effective planning skills to deliver programmes of up to two years duration,
* Ability to work to deadlines,
* Ability to work with minimal supervision, often out-of-hours.
 | * Knowledge of SEND,
* Knowledge of conditions of funding related to Maths & English,
* Knowledge of Apprenticeship Framework/Standards.
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| Personal Qualities | * Able to work to tight deadlines,
* Able to cope with the mental and emotional demands of teaching including those related to challenging and changing environment,
* Able to work with learners who might exhibit challenging behaviour,
* Able to move, set up and dismantle training equipment and resources,
* Physical skills to lead sessions with learners and demonstrate technique and safe practice,
* Able to meet the transport requirements of the post; access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance).
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