



Title: Associate Teacher in SEND
Responsible to: Learning Manager - Foundation Learning
Grade: 6 or 7
Contract Status: Associate
Hours of work: Variable
Date: October 2017

Role Summary:

- To implement and deliver an appropriate, innovative, relevant and differentiated curriculum for SEND students
- To monitor and support the overall progress and development of students as a Teacher/Tutor
- To facilitate and encourage a learning experience which provides SEND students with the opportunity to develop their independence
- To share and support the responsibility to provide and monitor opportunities for personal and academic growth

Main duties:

- Plan and deliver schemes of work and lessons that meet the requirements of classes taught
- To provide high quality lessons and learning environment
- Act as a positive role model in lessons and model best practice, inspiring learners to be actively interested in subjects taught
- To maintain appropriate records and to provide relevant accurate and up-to-date information
- To complete the relevant documentation to assist in the tracking of students in lessons taught and completion of work
- Prioritise and manage time effectively, undertaking continued professional development in line with the role
- To follow the college policies and procedures
- To maintain discipline in accordance with the college procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work
- Attend, contribute to and co-ordinate where necessary relevant college events, including guidance, enrolment, Parents' Evenings and Awards Evening as appropriate
- To promote the general progress and well-being of individual students and the tutor group as a whole.
- To liaise with the relevant student advisers to ensure the implementation of the Student Support system.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To set cover work during any leave of absence

- Carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at October 2017. It will be updated in consultation with the post holder as circumstances change.



PERSON SPECIFICATION: Associate Teacher in SEND

	Essential	Desirable	How Assessed
Education/ Qualification and Training			
Degree or equivalent relevant higher qualification		x	Application and Certificate
Subject specific qualification at level 3 or above		X	
Teaching qualification	x		
Assessor and Verification awards (or willingness to work towards)		X	
Evidence of professional development and continuous updating of skills and Knowledge	x		
Experience			
Significant successful teaching and assessing experience	x		Application /Interview
Experience of contributing to course design, curriculum development and programme managing		X	
Experience of managing challenging behaviour	X		
Experience of working with students presenting learning support needs and emotional difficulties		X	
Experience of successfully implementing change		X	
Experience of tutorial and student support		x	
Knowledge and awareness			
Knowledge of effective approaches to curriculum, course content and leadership		X	
Knowledge of Inspection Frameworks		x	
Knowledge of equal opportunities and safeguarding issues	x		
Awareness of employability skills and developing these with young people		X	
Skills			
Knowledge of IT and its use in the curriculum and decision making	x		
Excellent communication and interpersonal skills	x		
Commitment to team working	x		
Commitment to achieving excellence through continuous improvement	x		
Ability to work flexibly to meet college requirements	x		