

# Job Description and Person Specification



## Lecturer in Supported Learning – Supported Internship into work programme for young people with EHCPs (Project Search)

<b>Salary:</b>	<b>Incremental scale £32,837- £44,149 pa inclusive (Please read “Explanation of Lecturer Salary” attached)</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Leave:</b>	<b>47 days annual leave plus Bank Holidays plus, up to 5 days Christmas efficiency closure</b>
<b>Reports to:</b>	<b>Curriculum and Quality Team Manager</b>
<b>Location:</b>	<b>This post will be based off-site within the West Thames College and Hounslow Council supported internships host businesses. However, you may be asked to work at West Thames College (WTC) Main Site, Isleworth or Skills + Logistics Centre, Feltham.</b>

**The purpose of the post is:** to support and teach students (interns) with a range of learning disabilities on our award-winning supported internship progression into work programme, in partnership with London Borough of Hounslow (LBH) and Project Search.

You will be part of our Supported Learning team, working within our host employer premises. You will deliver the core employability curriculum within the supported internship programme with the intention of finding our supported young people (interns) meaningful employment.

You will work alongside a specialist supported employment job coach to maximise employment progression opportunities for the interns.

You will work with the young people and their families to identify strengths, interests, and abilities related to skill acquisition, job development and job placement.

Working closely with the hotel and other employer's staff you will ensure the interns deliver the employer's requirements. You will be responsible for monitoring and recording student attendance and maintaining high quality records that satisfy project verification processes. You will be required to work as part of a team with job coaches and support staff to ensure positive employment and academic outcomes for your interns. You will be responsible for ensuring your interns take responsibility for informing their LBH department of absences/lateness and encouraging them to adopt work friendly practices to include appropriate dress and social communication.

### **Specific to West Thames College Supported Internship post**

1. Identify and create solutions for behavioural concerns that interfere with gaining and maintaining employment.
2. Instruct students in employability skills such as communication, problem solving, and teamwork, grooming, budgeting and self advocacy.
3. Develop job development training plans for each intern liaising with you team and the appropriate LBH support personnel.
4. Develop work portfolios for each student to include credentialing of skills attained, and letter of recommendations from relevant LBH departments.
5. Schedule, plan and implement monthly written communication feedback to parents and other parties.
6. Liaise closely with support and job coaching staff as well as external partners to ensure positive outcomes for interns.
7. Represent the College at meetings with LBH and external bodies as required.

### **Teaching**

1. Assist the Curriculum and Quality Team Manager in the development of student centred teaching/learning strategies and deliver high quality teaching and learning.
2. Advise and assist the Curriculum and Quality Team Manager with regard to course development and planning.
3. Negotiate targets for performance with the Curriculum and Quality Team Manager and ensure that agreed action is taken to ensure continuing improvement to the quality of the provision.
4. Liaise with other lecturers and other appropriate staff regarding matters of assessment, student progress, work placements and other organisational matters.
5. Conduct and complete the interns' EHCP annual reviews in-line with SEN legislation.
6. Ensure that reports relating to students' progress are prepared for parents or outside professional agencies as appropriate.
7. Report to and consult with the Curriculum and Quality Team Manager to ensure that agreed practices are consistently followed, particularly in respect of all review, evaluation and planning activities, including team meetings.
8. Work with, and act as course tutor to students with a wide range of learning disabilities, within the area of Supported Learning.
9. Deliver essential skills, including English and maths, and social and life-skills programmes so that students can achieve agreed learning outcomes.

10. Prepare students' references for progression routes.
11. Ensure students are entered for appropriate examinations.
12. Arrange and take part in transition meetings for students to receive advice and guidance regarding careers and further educational opportunities.

### **General**

1. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
2. Promote a positive image of the college in all contact with students, employers and professional bodies.
3. Adhere and comply with the college financial regulations.
4. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college.
5. Participate in relevant promotional and marketing events.
6. Liaise with appropriate student support agencies within the college, e.g. college counsellors, nurses, student liaison officer.
7. Liaise as required with relevant external agencies.
8. Undertake additional duties at enrolment times as required, including evening work.
9. Carry out such other related duties as may be required by Curriculum and Quality Team Manager/Assistant Principal.
10. Consult and advise both staff and partners regarding the viability of EHCP specifications.
11. Incorporate provision and strategies, as specified in Education Health & Care Plans' (EHCPs) into daily teaching.
12. Plan, schedule and chair EHCP review meetings.
13. Produce EHCP application reports and evidence as appropriate.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a qualification relevant to the supported learning areas.
2. Have relevant experience in supported learning or a related area.
3. Have experience of teaching SLDD and have the ability to support students towards agreed learning goals.
4. Show commitment to and be able to provide evidence of continuous professional development and demonstrate its impact on teaching and learning.
5. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
6. Have a teaching qualification or be willing to obtain one within an agreed timescale.
7. Have experience of teaching in further education.
8. Have experience of working with external employer providers.
9. Possess the Training, Assessment & Quality Assurance (TAQA) qualifications for assessors and verifiers or be committed to attaining these awards.
10. Possess a Literacy and Numeracy qualification at Level 2
11. Possess good communication skills.
12. Be able to work to deadlines.
13. Be able to work as part of a team.
14. Have an awareness and understanding of equal opportunities.
15. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

**Equal Opportunities**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date:** 23 July 2025  
**Reference No:** 1SLE007  
**Interview date:** TBC

## **EXPLANATION OF LECTURER SALARY**

1. Lecturers' salaries are on an incremental scale from point 7 to point 14 inclusive (£32,837-£44,149). The pay scale is available on request.
2. All new entrants are placed on point 7 of the scale, which is £32,837pa inclusive, unless s/he has two or more year's experience, in which case the starting point is 8.
3. Where there is evidence of current earnings in excess of point 7, the applicant may be placed at the salary point higher than their current salary.
4. Progression from point 7 to 11 is automatic and is awarded annually on the anniversary of the date of appointment. In other words, every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.
5. When postholders have been at point 11 for one year, they will be invited to apply to progress to point 12 on the scale. Lecturers have to meet a simple set of criteria to ensure that they are performing satisfactorily and will then progress to point 12.
6. Progression from point 12 to point 14 is automatic and will be awarded annually on the anniversary of the date of appointment. Again, this means that every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.

# Conditions of Service

<b>Contract:</b>	Permanent
<b>Pension:</b>	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	47 days annual leave plus Bank Holidays plus, up to 5 days Christmas efficiency closure
<b>Teaching Qualifications:</b>	<p>Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.</p> <p>The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.</p>
<b>Hours:</b>	36 hours per week
<b>Probation:</b>	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.

## **Additional information for teaching applicants**

West Thames College is committed to striving towards being an outstanding college.

As part of our commitment we offer our staff an entitlement to strong and supportive line management along with staff development opportunities and we provide 3 dedicated Development Days per year for specific staff training.

### **IT Skills**

To enable us to meet our target of being outstanding we require that our teaching staff have a minimum level of IT skills:

- ability to use email
- understanding of WORD
- understanding of EXCEL
- ability to research via the internet
- ability to undertake basic IT trouble shooting

### **Literacy Skills**

In accordance with the Life Long Learning UK regulations teaching staff are required to possess specific levels of literacy skills.

You will be required to provide evidence that you possess literacy skills at Level 2 which is equivalent to GCSE English, grade C or above. If you are unable to provide this evidence you will be required to complete a skills test to assess your literacy skills.

The assessment consists of 40 questions and the pass mark is 30. The assessment can last up to one hour.

### **Induction**

We offer support and guidance to all new staff via our induction process. To identify the training needs and support required for new staff our selection process for lecturers will consist of the following:

1. A formal panel interview where you will be assessed against the person specification criteria.
2. A micro teach. You will be given a topic on which to prepare a micro teach and will be required to present this to a panel. If the topic is given on the day you will be given preparation time.

Training needs identified at interview will form part of your individual Induction training plan.

**If you do not possess the minimum requirement upon entry into the organisation your manager will identify your needs via the Induction or Probation process and you will be enrolled onto an in-house course to ensure you meet the standards required to undertake your role.**