

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Supply Lecturer – Supported Programmes</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Delivery Team Manager – Health and Social Care, Early Education, Sport and Supported Programmes</b>
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<b>Responsible For</b>	<b>Providing learning, teaching and assessment in line with pre-agreed timetables</b>
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<b>Department</b>	<b>SHS</b>
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### **Overall Purpose of Job**

- **To provide effective learning, teaching and assessment as agreed with the Head of Sector and Delivery Team Manager**

### **Main Duties and Responsibilities**

1. Formally structured teaching to the agreed target detailed on the timetable using a range of appropriate learning and teaching methods to support students with a learning difficulty/disability.
2. To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3. Effective assessment of learning and teaching, student tutorials/projects, etc.
4. To maintain accurate records relating to student attendance and achievement.
5. To carry out assessments in line with awarding body standards and provide formal feedback to students.
6. To comply with all College Policies and Procedures.
7. To provide curricular guidance and first line discipline to students as required.
8. To maintain professional teaching standards and vocational qualifications.
9. To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10. To participate in Sector and other College meetings as required.

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Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Head of Sector.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

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### PERSON SPECIFICATION

**POST:**            **Supply Lecturer - Supported Programmes**

<b>QUALIFICATIONS</b>		<b>Essential or Desirable</b>
SCQF Level 9 or equivalent work experience		E
TQFE or equivalent		D
Assessor and Verifier awards		D

<b>KNOWLEDGE</b>		<b>Essential or Desirable</b>
Knowledge of teaching, learning and assessment in relation to students with learning disabilities/ difficulties.		E

<b>EXPERIENCE</b>		<b>Essential or Desirable</b>
Experience in teaching, learning and assessment of vocational subject areas.		D
Experience of working in education with students who have a learning disability/difficulty.		E

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>		<b>Essential or Desirable</b>
Excellent communication skills (oral and written)		E
Effective presentation skills		E
Ability to work effectively within a team		D

<b>OTHER ABILITIES/QUALITIES</b>		<b>Essential or Desirable</b>
Good ICT Skills, particularly use of Word and PowerPoint		E
Ability to work flexibly and respond to changes positively		E
Ability to support learners with differing needs within a classroom setting.		E
Ability to manage learners' behaviours within a classroom setting.		E
Good time management & organisational skills		E