

Post Title	SEND Teacher in the Pathways to Independence Department
Purpose	To teach students with special educational needs within the Pathways Department and deliver an inspirational, inclusive curriculum that aligns with the Preparing for Adulthood framework and supports students in achieving their personal and academic goals.
Responsible to	The Principal through the Head of Faculty, Head of Department and Head of Hall (if working as a tutor)
Liaising with	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians.
Remuneration	Sixth Form Colleges' Association Teachers' pay spine from Points 1-9 (£32,178 - £49,725).
Context	
Preparing for Adulthood Framework: Curriculum design directly aligns with students' individual outcomes as outlined in their Education, Health and Care Plans (EHCPs). • Employability and Skills: Focus on preparing students for the workforce with practical skills and experiences. • Health: Emphasis on promoting physical and mental well-being. • Independent Living: Teaching essential life skills for daily living. • Community Inclusion: Encouraging active participation in the community. The department offers a blend of different types of lessons that are accredited and non-accredited, ensuring students can gain qualifications while also engaging in broader learning experiences. This curriculum not only equips students with essential skills but also prepares them for a smooth transition into adulthood, fostering independence and community engagement. The teaching staff within the department share a strong ethos of providing the highest quality teaching and learning experience for all Pathways students. They work collaboratively and with great dedication to ensure every student achieves their full potential and enjoys a positive, supportive educational journey.	

Main Duties and Responsibilities

Teaching and Learning
• To undertake an appropriate programme of high-quality (Quality First) teaching in accordance with the duties of a standard scale teacher. • To assist in the preparation, implementation, and delivery of Person-Centred Planning, Baseline Assessments, Reports, and Annual Reviews. • To assess, record, and report on the development, progress, and attainment of students in line with departmental and College assessment policies. • To plan lessons which may incorporate both RARPA targets and accredited criteria.
Curriculum Planning
• To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area as reasonably directed by the Head of Department. • To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students to meet their EHCP outcomes. • To assist in the preparation, implementation and delivery of Individual Learning Programmes for all students within the department to ensure progression. • To take responsibility for leading one of the curriculum areas within the department. • To assist in the promotion and sharing of best practice within the subject area. • To assist in the development and continuous improvement of the learning environment. • To ensure that students experience a curriculum that is personalised to their needs, developing their skills and abilities. • To ensure that lessons are appropriately planned, delivered, and reviewed to meet the learning needs of all students and enabling them to be confident in their learning and make rapid and sustained progress. • To be actively involved in interventions to raise student achievement and attainment across the curriculum area. • To monitor and review student progress against targets, ensuring appropriate follow-up action.

- To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.

Staffing

Staff Development

- To complete new staff induction activities as directed by the Learning & Development Manager and other College leaders, including the *Teaching for Living and Learning* programme.
- If appropriate and eligible for QTS, complete the ECT programme at the College or, if appropriate and eligible for QTLS, complete the SET QTLS programme.
- Complete staff development activities led by the Teaching and Learning team on the development of pedagogy at the College.
- Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.
- To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the Head of Department.
- To attend all appropriate MANCEP (Catholic Partnership) meetings.

Deployment of Staff

- To ensure that appropriate arrangements for classes are made when absent, informing HR and reception and working with the Head of Department.
- To effectively deploy Educational Support Assistants (ESAs) to facilitate learning, ensuring learning support positively impacts on every student's progress.
- To work with the Head of Department on completion of New Starter Reviews and the annual appraisal cycle.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.
- To follow College and department procedures on the assessment, recording and reporting of student work and progress.
- To contribute to the College's procedures for lesson observation and learning visits, including work scrutiny.
- To implement College quality procedures, especially through contribution to the self-assessment process
- To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to internal and external verification systems where appropriate in the curriculum area, including keeping appropriate and accurate records in accordance with College and department procedures and systems as directed by the Head of Department and Awarding Organisations.

College Information and Administration

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data, especially through use of the electronic mark book
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of the practical endorsement and other external and internal assessments.

Communications
• To ensure familiarity with the department's aims and objectives. • To ensure effective communication/consultation as appropriate with parents of students. • To liaise with relevant external bodies as appropriate.
Marketing and Liaison
• To contribute to the College liaison and marketing activities which include the delivery of 'Master classes' to feeder schools. • To interview prospective students and work with the department to deliver other marketing activities including for example, Open Days. • To link with external agencies as appropriate. • To contribute to the department's collection of data on destinations as appropriate.
Management of Resources
• To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students. • To contribute to the maintenance of an attractive working environment in teaching rooms used.
Student Support
• To monitor and support the progress and development of students, including use of the Student Log as directed. • To monitor student attendance with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary. • To work as a Tutor, if appropriate, following guidance given by the Head of Hall. • To write UCAS and employment references for students as reasonably directed by the Head of Hall.
Other
• To support the aims and objectives of the College. • To attend meetings in accordance with the College meetings schedule. • To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract. • This Job Description is subject to periodic review and amendment. • The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. • To maintain high standards and a professional approach in accordance with the Department of Education's Teachers' Standards. • To ensure your "online footprint", including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards. • To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
Experience			
Evidence of high-quality teaching of the subject area at an appropriate level	✓		Application, interview
Evidence of high levels of student satisfaction as appropriate	✓		Application, interview
Skills and knowledge			
Excellent standards of literacy and numeracy	✓		Application, interview
Ability to create high-quality materials to use within the department and to use department resources and materials effectively	✓		Application, interview
Willingness to prepare candidates for qualifications with exceptional skills, dedication and altruism	✓		Interview
Ability to work with and motivate students	✓		Interview
Ability to work with other staff as a team	✓		Interview
Excellent organisational and administrative skills	✓		Interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in SEND post-16 education	✓		Application, interview
Ability to meet deadlines	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
Up to date knowledge of the subject area	✓		Application, interview
Familiarity with Microsoft Office applications (e.g. Word, PowerPoint, Excel, Teams, Outlook)	✓		Application, interview
Ability to teach a second subject		✓	Application, interview
Qualifications			
A relevant degree-level qualification or equivalent in an appropriate subject	✓		Application
A teaching qualification conferring QTS or QTLS (or allowing an applicant to work toward QTS/QTLS)	✓		Application
Attitude and impact			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to take and follow advice from line managers with regard to, for example, teaching and learning strategies, use of resources and classroom management	✓		Interview
Willingness to support department trips and visits	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
Personal			
Practicing Catholic (for Theology/RE posts only)*		✓	Application, interview
Enhance DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. * In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010. # To follow an initial offer of employment			