

Specialist SpLD Teacher and Assessor

Further details about the conditions of service may be discussed at an interview.

Professional Duties

- Prioritising the safeguarding of all students and participating in training on safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment, and victimisation.
- Advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

Teaching

- Planning and preparing courses and lessons.
- Teaching students according to their educational needs, including setting and marking work in college and elsewhere.
- Assessing, recording, and reporting on student development, progress, and attainment, including during parents' evenings.
- Having regard to the college curriculum in all teaching activities.

Other Activities

- Making records and reports on students' personal and social needs.
- Communicating and consulting with parents.
- Communicating and cooperating with external persons or bodies.
- Participating in relevant meetings, including transition meetings for high-needs students and open evenings.
- Contributing to the review of Education, Health and Care Plans (EHCPs).

Assessments and Reports

- Providing or contributing to oral and written assessments, reports, and references for individual students and groups.

Professional Review and Staff Development

- Participating in arrangements for performance review for yourself and other staff.
- Reviewing teaching methods and work programmes periodically.
- Participating in arrangements for further training and professional development.

Educational Methods

- Advising and cooperating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, teaching and assessment methods, and pastoral arrangements.

Discipline, Health and Safety

- Maintaining good order and discipline among students and safeguarding their health and

safety on college premises and during authorised college activities elsewhere.

Staff Meetings

- Participating in college meetings related to the curriculum, administration, or organisation, including pastoral arrangements.

Cover

- Supervising and, where practicable, teaching students whose teacher is unavailable.
- **Proviso:** A teacher is generally not required to provide cover if:
 - The absence has lasted for three or more consecutive working days.
 - The absence exceeding three consecutive working days was known to the college two or more working days before it began.
- **Unless:**
 - The teacher is employed wholly or mainly for cover (a 'supply teacher').
 - The college has exhausted all reasonable means of finding a supply teacher.
 - The teacher is full-time but assigned to teach or carry out other specified duties (excluding cover) for less than 75% of student teaching hours in the week.

Public Examinations

- Participating in arrangements for preparing students for public examinations and assessing them for such purposes.
- Recording and reporting these assessments.
- Participating in arrangements for student presentation and supervision during examinations.

Management

- Contributing to the selection, appointment, and professional development of other teachers and support staff, including induction and assessment of new and probationary teachers.
- Co-ordinating or managing the work of other staff.
- Taking part as required in the review, development, and management of activities related to the college's curriculum, organisation and pastoral functions.

Administration

- Participating in administrative and organisational tasks related to the above duties, including managing or supervising support staff and ordering/allocating equipment and materials.
- Registering student attendance and supervising students before, during or after college sessions.

Other Duties

- Any other duties as directed by the Principal.

Person Specification

Post: Specialist SpLD Teacher and Assessor

Category	Essential	Desirable	Ascertained by
Qualifications	Teaching qualification (PGCE/QTS) including a L5 SpLD qualification.	Higher degree	Application form/certificates
	A current SpLD Assessment Practising Certificate, or a postgraduate qualification in individual assessment or equivalent at L7 which must include psychometric testing		
Experience	Successful teaching career	Experience of teaching 16-19 year olds	Application form/ interview/ references
		Experience in assessing under the JCQ regulations for exam arrangements	
		Experience in teaching students with SpLDs in the post-16 sector	
Special Knowledge and Training	Up-to-date knowledge of changes within the field of SpLDs	Understanding of the FE sector, particularly sixth form colleges	Application form/ interview/ references

Additional Skills and Abilities	Excellent communication skills – written and verbal	Knowledge of appropriate assistive technology	Application form/ interview/ references
	Excellent organisational skills	Experience of using Google Workspace e.g. Google Docs, Sheets and/or Classroom.	
	IT literate		
	Ability and willingness to work as part of a team		
	Ability to work flexibly and under pressure		
Other	To display a commitment to the protection and safeguarding of children and vulnerable adults		Interview/ references
	To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not		
	Willingness to		

	attend training courses and network meetings		
	Good attendance record		

Note: An 'Interview' may include an observed lesson, an activity, a presentation and/or separate discussions with other potential colleagues.

July 2025