

**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 Progress Review 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
<b>Qualifications</b>	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		
<b>Experience</b>	Potential to have a 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	
<b>Special Knowledge and Training</b>	Up-to-date knowledge of changes within the field of SpLDs	Understanding of the FE sector, particularly sixth form colleges	Application form/ interview/ references

<b>Additional Skills and Abilities</b>	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		
<b>Other</b>	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.

March 2026