

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer - Supported Education	Post Number:	LC1381F
Daily Supervision:	Supported Education Curriculum	Grade:	Lecturer Scale 1 - 4
Department:	Supported Education	Last Updated:	June 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To shape and deliver tailored teaching and support to learners with SEND focusing on the transition between education and employment. To prepare interns for the workplace through exceptional teaching of employability practices and support the development of key life skills such as communication, teamwork, problem-solving and independence and responsibility according to their individual needs

To utilise demonstrated experience in working with young people with behavioural challenges and Special Educational Needs and Disabilities (SEND) to confidently engage and support learners through a range of activities, including enrichment, social skills development, social enterprise projects, and personal growth initiatives.

To deliver a range of Supported Education courses by applying relevant knowledge, skills, and experience, with a focus on engaging learners in enrichment, enterprise, personal tutorials, and progress reviews. The role also includes providing continuous learner support and managing the coordination of meaningful work experience placements

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To create a structured, meaningful and engaging learning environment to support the transition from education to employment.
2. To plan and teach a comprehensive employability programme which equips interns for the working environment.
3. To assess, plan and monitor progress of interns towards individual targets and successful outcomes of the programme, working closely with parents and carers, job coaches, placement coordinators, student services and employers to ensure a holistic approach for each intern.
4. To lead progress reviews in workplaces and college with other stakeholders to ensure clarity for all concerned regarding purpose and progress towards employment goals.
5. The candidate must be confident in the SEND Code of Practice and implementation of reasonable adjustments in the workplace.
6. To embed literacy, numeracy and IT skills into programme focusing on the function of each in different workplaces.
7. To teach on a range of other Supported Education programmes delivering vocational content, enrichment, enterprise, personal development and employability, when required.
8. To adhere to and promote best practice in all aspects of Health and Safety and Environmental Health standards and requirements in academic, commercial and work experience operations.
9. To carry out the role of Personal Tutor and Programme Co-ordinator as required.
10. To assist with the operation and commercial development of the area.
11. To contribute to the process of programme marketing and the recruitment and selection of students.
12. To liaise with local employers to ensure training reflects their requirements.
13. To carry out internal verification as required.
14. To liaise with awarding bodies and external verifiers.
15. To co-ordinate the timetabling of individual student programmes.
16. To participate in any cross-college working / strategy groups as may from time to time be established
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Degree or professional vocational equivalent	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 years for fractional posts)	A/I
3	GCSE (or equivalent) in Maths/English grade A-C (4-7)	A/I
4	Specialist qualification in Special Educational Needs and/or disability (SEND)	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to write and deliver a focused employment preparation programme	A/I/T
6	The ability to communicate effectively both orally and in writing to a wide range of people	A/I/T

	Experience	PSM
7	Demonstrated experience of teaching students with behavioural issues and a range of SEND is essential	A/I/T
8	Experience of SEND Code of conduct and requirements of support for students with an EHCP	A/I
9	Personal tutorship experience	A/I

	Work Related Circumstances	PSM
10	The ability and willingness to undertake relevant staff development	A/I
11	Willingness to work at times outside college calendar / day	A/I
12	Ability to travel across different sites	A/I

	Skills/Abilities - Other	PSM
13	Ability and experience of teaching Functional Skills English and maths is essential	A/I/T
14	Appropriate level of IT skills to undertake relevant duties i.e., Word and PowerPoint or the willingness and ability to undertake relevant training	A/I/T
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Debbie Shuck – Curriculum Lead (ESOL and Supported Education)
Date:	May 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

