Hertford Regional College
Job Description and Person Specification

Job Title:	Lecturer in Performing Arts - Skills for Life and Work.	**Post No:**	
Department/ Team:	Inclusive Learning (SEND)	**Grade:**	LG
Reports to:	Curriculum Area Manager		
Responsible for:	N/A		

Job Purpose

To deliver high quality, inclusive and aspirational teaching, learning and assessment in Performing Arts and Life Skills for learners with Special Educational Needs and Disabilities (SEND) within the Department of Inclusive Learning. The post holder will create a safe, ambitious and learner-centred environment that enables learners to develop the knowledge, skills, confidence and independence required for successful adulthood, active citizenship, community participation and progression to further learning, supported employment or employment.

Using Performing Arts as a vehicle for engagement, creativity, communication, self-expression and wellbeing, the lecturer will design and deliver an innovative curriculum that promotes:

- Effective communication, social interaction and self-advocacy skills.
- Personal development, confidence, resilience and emotional wellbeing.
- Independence and Preparation for Adulthood outcomes, including independent living, travel training, health, relationships and community engagement.
- Employability, vocational and transferable workplace skills.
- Creativity, teamwork, problem-solving and decision-making skills.
- Understanding of equality, diversity, inclusion, British Values and positive participation in modern society.

The lecturer will act as a Personal Tutor for designated learner cohorts, providing pastoral support, monitoring attendance, behaviour, wellbeing and progress, and working collaboratively with families, support staff and external professionals to ensure learners achieve their individual outcomes and EHCP targets where applicable.

The post holder will be responsible for accurately recording, monitoring and evaluating learner progress, achievement and destinations through college systems, using assessment information to inform planning, provide meaningful feedback and demonstrate learner development over time.

The lecturer will contribute to a culture of continuous improvement by maintaining high expectations, embedding inclusive practice and adaptive teaching strategies, and ensuring that learners develop the skills, knowledge and behaviours that enable them to thrive and make sustained progress towards their individual aspirations and next steps.

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Main area of responsibility

Programme management	
1	Ensure the full implementation of course review, evaluation and development, and other quality assurance processes as required by College policy
2	Set and monitor targets for student recruitment, enrolment, attendance, punctuality, retention and achievement and report to curriculum team leader
3	Work pro-actively to secure constant quality improvement and student completion and achievement of the highest possible standards.
4	Maintain high levels of pastoral support to all learners as appropriate, including day-to-day management of student discipline, student attendance and liaison with parents, guardians, employers and schools.
5	Undertake the role of personal tutor to groups of learners with profound and multiple learning difficulties and/or disabilities.
6	Undertake entry phase activities such as the interviewing, assessment, selection and induction of students.
7	Organise and supervise student placements as required.
8	Play a full role in the maintenance of student discipline, operation of the College's student disciplinary policy, and the maintenance of high standards of campus life generally.
9	Ensure implementation of College policy on student representation at course level.
10	To continuously review and recommend changes in the curriculum that meets the needs of the college, local communities, government priorities and awarding bodies.
11	Prepare staff and programme-related documentation for inspection visits (in particular, the accuracy of timetables, scheme of work, and lesson plans). To maintain all relevant course documents and student records in line with quality assurance procedures.
12	To ensure all learners are receiving ALS as necessary.
13	Introduce / implement / recommend whatever additional measures may be necessary to improve teaching and learning grades (peer observation, critical friend, etc.)
14	Ensuring compliance with internal/external verifiers and awarding body requirements.
15	Review and evaluate provision and performance including value added measures.
16	To ensure learners are appropriately enrolled, withdrawn where necessary, and adhere to registration exam entry procedures.
17	To ensure that your programme area meets the assessment and quality assurance requirements of the appropriate awarding bodies.
18	To ensure that trips and visits are properly arranged and documentation is correctly completed in line with college policy.
21	Assist with the specification of equipment, accommodation and other resources required for the full development of the team's programmes.
22	Work at all times as part of a programme learning area, and undertake related lead roles as necessary.
Teaching	
23	To deliver planned, coordinated, high quality teaching and assessment on appropriate subjects/units and contribute to teaching on other programmes, as agreed with the line manager. Teaching duties include the appropriate preparation and delivery of learning materials and resources.
24	To devise appropriate SOL, LP and ILP in accordance with college policy and procedure.
25	Undertake any additional measures to improve teaching and learning grade. eg sharing of good practice, peer observation, critical friend etc and ensure the action plan from the observation grade is followed.
26	Carry out peer observations.

27	To undertake regular programme and course reviews and produce action plans which feed into the self-assessment and business planning strategic process.
28	Proactively contribute to the review and development of the curriculum area and the departmental strategic plan.
29	Promote the curriculum area and participate in college events, recruitment interviews, marketing and publicity, open days, visits, internal and external competitions etc
30	Update yourself regularly in your specialist area and participate in staff development activities as required.
Other responsibilities	
31	To maintain the professional image of the College by dressing appropriately for the duties you are undertaking and by demonstrating excellent time-keeping while undertaking such duties.
32	Undertake other tasks, as directed, to meet the needs of the College; work flexibly; and take personal responsibility for retaining and developing competence
33	Support, comply and promote the College's equality and diversity, health and safety, smoking, safeguarding, and other policies, processes, arrangements and objectives.
34	To adhere to the Risk Management Policy and to notify their line manager of any identified risk.

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Person specification

	Essential	**Desirable**	**Assessed by**
Education and qualifications	Degree in Performing Arts or related subject Teacher training qualification such as a PGCE or DTLLS or willingness to achieve GCSEs C or above in Maths and English (or equivalent)	Masters degree in related subject Assessor and verifier qualification	Application
Experience	Proven teaching experience in subject specialism (Performing Arts) Proven experience of teaching adults with Special Educational Need and/or Disabilities Proven experience of meeting or exceeding targets Experience of providing personal tutorial support for learners	Teaching/Programme managing a large programme in an FE environment	Application, Interview
Knowledge and Ability	Knowledge of the current business environment Knowledge of SEND Code of practice. Competence in using business IT applications		Interview, Task
Qualities and Attributes	Good interpersonal skills Ability to relate to and motivate young people Well organised with good administrative skills Drive and passion to achieve student success		Interview, Task

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This is a description of the job as it is constituted currently. Job descriptions are periodically updated to reflect changing requirements or practice. The aim is to reach agreement on reasonable changes with the post-holder, but the College reserves the right to introduce such changes if agreement cannot be reached.

Other Information

Only drivers who hold driving licences pre January 1997 are eligible to drive our minibuses, unless they have passed a PCV driving test

- All staff may be required to undertake Fire Marshall duties

November 2026