

JOB DESCRIPTION



SEND / High Needs Teacher (Barnstaple)

ROLE OVERVIEW

Job Title: SEND / High Needs Teacher

Salary: £29,783 - £41,859

Contract: Permanent / Full-time

Location: Barnstaple

Faculty: Inclusion, work & Independence

Responsible to: Faculty Manager

Key Objectives

To work collaboratively both within the department of Progressive Studies and with internal and external stakeholders on the delivery and development of high-quality curriculum programmes.

Key Responsibilities

1. Plan and prepare the scheme of work in your subject, so that it meets College and team standards. You should be able to:
 - produce a comprehensive scheme of work/lesson plan
 - prepare coherent and engaging lesson plans with clear aims and objectives
 - prepare appropriate resources, including materials on the College digital platform aligned to current college strategy
 - maintain registers, learner records and other data records as required for key performance indicators and statistics for internal and external use.

2. Deliver learning through efficient and effective classroom and online management so that:
 - curriculum is continuously updated, ensuring it is current and relevant
 - continuously reflect on all aspects of teaching and professional practice, to help ensure the highest quality of delivery, assessment and learner experience on your programmes
 - to be fully utilised in accordance with the College's Education Workload Allocation Guide
 - all learning activities are conducted in a safe manner with appropriate use of equipment/clothing, whilst displaying their student lanyard accordingly
 - you can implement strategies for managing lateness or anti-social behaviour
 - you can demonstrate the importance of English, Maths, ICT, British Values and Employability themes in your teaching
 - supervise on learner visit programmes/activities Non-Contractual
 - you ensure that all learners have engaged with learning and have achieved the session aims and objectives.

3. Monitor and assess learners' progress and maintain up-to-date and accurate records in line with College policies and examining body standards. You will be expected to:

- set assessments and homework, as appropriate
- follow curriculum service standards to ensure that all assessments are marked and recorded on the College systems, e.g. markbook/OneFile, and appropriate feedback given within a stated period of time
- participate in team activities.

4. Be the Academic Progress Tutor/Educator for your group/s of learners. This will include:

- challenging non-attendance
- responsible for the retention, achievement and value added of learners on your programmes
- tutor and mentor learners as appropriate
- setting aspirational goals
- assisting with UCAS applications, where necessary
- actively encouraging and supporting learner progression activities within ENDC
- contribute to the enrichment programme for learners
- ensure that the PR tab is appropriately maintained with timely and accurate information
- liaise with parents/guardians as appropriate
- ensure that learners are wearing their lanyards, as required.

5. To contribute to the overall quality processes for your programme area. This will include:

- positive contribution to the College's self-assessment process
- engagement in the lesson observation scheme
- engagement in the performance appraisal system
- undertake CPD to address any development needs, which arise

6. Undertake administrative duties associated with study programmes or learners, for example parental meetings, report writing, or other duties that might become necessary. These will include:

- conduct guidance interviews for prospective learners
- ensuring that all learner enrolments are accurate
- maintaining accurate, timely and up to date registers
- identifying to the Tutor Support team any patterns of regular non-attendance
- making appropriate referrals to College services
- to participate in parents/guardians' events
- registering learners for external awards as required
- participate in staff meetings as required
- participate in marketing and promotional events and contribute to the preparation of marketing materials.

7. Provide a high standard of academic, pastoral and personal support for learners, including acting as Programme Manager, if required, to ensure the best possible satisfaction, attendance, retention and achievement levels.

8. Carry out moderation and/or act as an assessor and/or Internal Verifier and achieve the appropriate accreditation, as required.

9. Carry out duties and responsibilities at all times with due regard to the College promotion of Equal Opportunities, Health and Safety, and other Policies (See the Policies and Procedures on Mycollege).

10. Undertake training relevant to the efficient promotion of any of the above duties and tasks and take responsibility for your own professional development.

11. Undertake any other related tasks as your Line Manager may from time to time determine, or the demands of the College may require.

Educators are expected to:

- Start classes on time
- Embed English and maths into learning activities
- Mark registers within the first 10 minutes of the lesson start time ● challenge learners who are not wearing a student lanyard
- Give good notice of any absence
- Keep up to date with developments in their subject area and pedagogy
- keep accurate and up -to- date registers ● adhere to general standards of conduct embodied in College Policies and Procedures (e.g. Safeguarding, Health and Safety, Equal Opportunities, and employability/British values)
- Be involved in the College's quality assurance arrangements: induction, lesson observation, appraisal, and student feedback
- Be involved in any Inspection of the College by OFSTED/QA
- Work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation
- Upholding high standards of staff & student behaviour in & out of the classroom

Reviewed: July 2026

Person Specification

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Subject related qualification at a minimum of degree or equivalent. (A/I)
- Appropriate teacher qualification or willing to work towards achievement. (A/I)
Level 2 Qualification in Literacy & Numeracy or prepared to gain if requested to do so.
- Level 2 ICT qualification or prepared to commit to undertaking within 18 months of commencement (A/I)
- Experience of course planning, lesson planning, delivery and assessment methods. (A/I)
- (A commitment to professional and personal development (A/I)

Desirable Criteria:

- Experience of assessment practice and working with external verifiers/examiners (A/I)

Skills and Abilities

Essential Criteria:

- Good communication skills (at all levels) (A/I)
- IT Literate – use of databases, Microsoft office (Word, Excel, Access and PowerPoint) (A/I)
- Attention to detail (A/I)

Personal Qualities

Essential Criteria:

- Enthusiasm and empathy (A/I)
- Good sense of humour (A/I)

- Enthusiasm, drive and energy
- Ability to give and receive feedback
- Initiative and self-motivation
- Ability to work under pressure and meet deadlines
- Persuasive with good negotiation skills

Qualifications

Essential Criteria

- GCSE English & Maths at C grade or above (or equivalent) (A/I)
- A Level 3 qualification or higher
- A commitment to CPD

Mandatory Requirements

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)
- Commitment to equal opportunities and inclusion (SEND)