

## BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

Title of Post: Lecturer in Special Educational Needs, Disability and Inclusion (SENDI)

Grade: 7

Responsible to: Programme Leader (SENDI)

### MAIN PURPOSE OF THE JOB

1. To undertake a range of teaching and learning, within the area of Special Educational Needs, Disability and Inclusion.
2. To assist the Programme Leader by contributing to the design, development and administration of programmes including the preparation of documentation and management of designated modules.
3. To contribute to the delivery of special educational needs, disability and inclusion through co-ordinating and monitoring student support for students following SENDI programmes.
4. To participate in the assessment of students ensuring that appropriate assignments and examinations are set and marked in accordance with validated programme documents and university assessment policies.
5. To monitor student progression and achievement.
6. To provide appropriate support and advice to students ensuring their wellbeing.
7. To engage with and develop enrichment activities, as suitable to promote graduate attributes.
8. To participate in the recruitment, selection and admission of students.
9. To contribute to the processes of annual monitoring, periodic review and inspection at a programme and university level.
10. To undertake research and/or scholarly activity in a relevant discipline and to seek opportunities for, and engage in, income generation activity.
11. To participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

12. To participate in the wider academic and professional life of the university, for example supporting delivery on other courses and joining university wide committees.

13. To participate in appropriate training and staff development activities.

14. To undertake any other duties that may reasonably be required.

#### PERFORMANCE MONITORING AND REVIEW

15. To agree objectives and targets with the Line Manager in accordance with university priorities and to participate in the staff appraisal process.

16. To provide written reports on activity as requested.

#### HEALTH AND SAFETY

17. To discharge all relevant health and safety responsibilities.

#### GENERAL

18. To maintain professional standards in relationships, including non-discriminatory practices.

19. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

#### MAIN CONTACTS

- Academic Co-ordinator
- Members of the programme team

#### LIMITS OF AUTHORITY

The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.

The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

## PERSON PROFILE

### Lecturer in Special Educational Needs

	Core	Supplementary
<b>Education/ Qualifications and Special Training</b>	<p>A good first degree.</p> <p>A Master's degree in a related subject.</p>	<p>One or more of the following: QTS/JNC/EYPS/BPS/ FHEA.</p> <p>A Doctorate in a relevant subject completed or close to completion</p>
<b>Knowledge and Skills</b>	<p>Relevant broad-based knowledge and understanding of special education and learning with an appropriate specialism and discipline orientation.</p> <p>Relevant broad-based knowledge and skills in the provision and practice of inclusive education.</p> <p>Excellent planning, teaching and assessment skills.</p> <p>Excellent interpersonal skills.</p> <p>Understanding of the widening participation agenda.</p> <p>Good IT skills.</p>	<p>Additional specialist knowledge and skills which are of benefit to the wider activities of the institution, such as the ability to deliver CPD, to teach on alternative internal programmes.</p>

<b>Experience</b>	<p>Professional experience of working within special education (any level).</p> <p>Knowledge of leading and managing SEND learning and development.</p>	<p>Experience of teaching in the University sector.</p> <p>Specialism in specific area of SEND practice.</p>
<b>Personal Attributes</b>	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative and forward thinking in solving problems.</p> <p>Client-centred: willing to offer help and support; approachable.</p> <p>Prepared to develop personal expertise in new areas.</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it.</p> <p>Good personal organisation and meticulous attention to detail.</p>	