

**Programme Area Leader for EHCPs and Foundation Studies**

**(Maternity Cover for 12 months from 18th August 2025)**

**Job Description**

## Main Purpose of Job

To support the Head of School in the effective management of the curriculum area and the students in the Foundation Studies department. Alongside the curriculum management role, a significant emphasis will be allocated to the co-ordination, organisation and monitoring of EHCPs of students within the department.

**Leadership**

* To support the Head of School in leading the delivery of a high-quality teaching
* To be a role model within the school and contribute to a positive team ethos
* To identify and respond to curriculum developments and requirements including national trends and initiatives
* To provide support, coaching and mentoring to other teaching staff
* Liaise with external partners such as schools, local authorities, and health professionals to ensure the highest standards of support
* Enact a positive commitment to inclusive learning and development of appropriate progression pathways for learners

**Teaching and Learning**

* To develop and implement inclusive teaching and learning strategies which ensure students are successful and progress in their studies
* To promote student centred learning, ensuring all students have access to differentiated learning materials
* To promote stretch and challenge so all students reach their full potential
* To identify and implement inclusive strategies to ensure that the student’s learning experience is of the highest standard
* To teach a number of hours as agreed with college management

**Curriculum Management**

* Co-ordinate the Quality Assurance procedures and systems, including auditing student records and support plans, ensuring the quality and timeliness of assessments, reviews and applications for Education, Health and Care Plans
* Liaise with external partners such as schools, local authorities, and health professionals to ensure the highest standards of support
* Enact a positive commitment to inclusive learning and development of appropriate progression pathways for learners
* To work with the Head of School to ensure that all necessary quality assurance and improvement activities takes place across the teaching team which promotes continuous improvement and meets external assessment requirements
* To co-ordinate all course reviews and work with the Head of School to produce self-assessment reports
* To provide relevant, accurate and timely information on student progress and performance
* To monitor quality and diversity of the course materials and learning resources within the area

**School of Foundation Studies**

* To lead and be involved with the promotion of school courses and activities across the College and at external events, maintaining and forging links with relevant local partners
* To promote a range of stimulating enrichment and enhancement activities
* To ensure all students in Foundation Studies with EHCP’s and HNF are monitored closely and the support provided enables the students to meet their agreed outcomes
* To utilise learning support staff resource appropriately

**Pastoral**

* To take an active role in the selection, induction and support of students
* To act as a personal tutor as required
* To promote and safeguard the welfare of all students
* To meet the individual needs of all students to ensure all have an equal chance of success whilst actively taking necessary steps to narrow the achievement gap of any groups of learners

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post



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**Person Specification**

**Qualifications**

* Relevant professional qualification
* Teaching qualification
* Evidence of continuing professional development
* Relevant SEND qualification is preferred

**Knowledge/Experience**

* Significant and successful teaching experience within SEND with a proven record of success
* Experience of effective team working and promoting effective relationships between staff and students
* Experience of coordinating EHCP plans and liaising with relevant external agencies
* Ability to develop supportive working relationships with key stakeholders
* Knowledge of curriculum and assessment issues
* Experience of quality assurance processes and procedures
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues

**Skills/Attributes**

* Leadership and inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving

**Additional Requirements**

* Willingness to work flexible hours

**Post Information**

* Reports to Head of School
* Salary – £37,077 - £46,938
* Full Time, Maternity Cover for 12 months
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.