**Lecturer in Foundation**

**Full time (fixed term until 31 August 2026) and part time 14.8 hours per week (permanent) posts available**

**£32,542 to £38,363 full time salary per annum**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a Lecturer to join our Foundations department.

**What we are looking for:**

* Experience teaching young people with SEN.
* Knowledge and understanding of EHCPs, the annual review process and importance of making valuable contributions.
* Ability to teach across a range of subjects including digital applications, life skills and employability.
* Qualified Teacher (PGCE, Cert Ed)

**Duties/responsibilities:**

* To plan and deliver high-quality, inclusive, teaching, tutoring, assessment and support to support the successful progression of all students
* Provide guidance, mentorship and tutorial support and deliver the tutorial content to assist students' overall development and achievement, including regular target setting.
* Design, conduct and evaluate various assessments of student learning

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

Up to £6k one off payment government retention payment available\*

Government funding available to cover cost of obtaining Level 5 or higher teaching qualification\*

\*terms and conditions apply ask for details

**Interviews will be held as and when candidates apply**

**Closing date is 15 July 2025**

**Job Description**

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| **Position Details:** |
| **Title:** | Lecturer in Foundation |
| **Department:** | Foundation Learning |
| **Fraction:** | 1 and 0.4 FTE (Part time and full-time posts available) |
| **Status:** | 1.0 Fixed term UNTIL 31 August 2026 and 0.4 permanent |
| **Grade:** | NLEC 4 |
| **Child/Vulnerable Adult Contact:** | Yes  |
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| **Reporting / Department Details:** |
| **Responsible to:** | Head of Foundation Learning |
| **Functional links with:** | Learning Support Team, Maths and English Team, Student Experience Team, Student Safeguarding and Wellbeing Team |
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| **Job Purpose:** |
| * To plan and deliver high-quality, inclusive, teaching, tutoring, assessment and support to support the successful progression of all students
* To assess students' progress, set regular targets for improvement and develop appropriate interventions and support plans when necessary
* To collaborate with colleagues, learning support assistants, mentors, the wellbeing team and external specialists to coordinate effective student support
* To maintain accurate records and make perceptive contributions to parent reports and Annual Reviews
* To stay current with best practices, strategies, and technologies for supporting students with special educational needs
* Contribute to the wider college community by participating in meetings, training, celebrations, competitions and initiatives
* To comply with all policies and procedures of the organisation.
* To promote equality and diversity across the curriculum.
* To be flexible to the needs of the organisation.
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| **Main Duties and Tasks:** |
| **Curriculum Planning and Development*** Collaborate cross-functionally to plan and develop curriculum that meets the needs of students as well as examining/validating bodies
* Create comprehensive course materials and learning resources across formats (print, digital, multimedia) to effectively facilitate student learning
* Take an active role in contributing to the overall curriculum development strategies within the department and college to ensure alignment with institutional goals

**Teaching and Learning*** Foster an inclusive, stimulating classroom environment that promotes mutual respect and creates optimal conditions for student learning and development
* Implement varied and innovative teaching approaches, incorporate available resources, and maximize student participation and interaction
* Champion digital technologies to ensure students are equipped with the skills to purposefully engage in society.
* Organize and lead relevant external activities such as field trips and visits to enhance the learning experience and provide real-world context

**Student Support*** Provide guidance, mentorship and tutorial support and deliver the tutorial content to assist students' overall development and achievement, including regular target setting.
* Act as a personal tutor, monitoring attendance, following up on absences, withdrawals and student destinations
* Implement strategies to support students while upholding college disciplinary policies to maintain an effective learning environment for all
* Invite regular feedback from students through questionnaires, group discussions, course review meetings and focus groups to create a culture of continuous improvement.
* Interview and advise prospective students during recruitment and marketing activities
* Have oversight of departmental enrolment, retention, achievement and pass rate targets and work collaboratively to ensure these are met.

**Assessment and Quality Assurance*** Design, conduct and evaluate various assessments of student learning
* Achieve and maintain relevant qualifications required for roles such as Internal Assessor or Internal Quality Assurance Lead
* Actively participate in the college's quality improvement initiatives, including teaching observation, self-reflection and continuous improvement processes
* Attend and contribute to departmental, institution and external meetings, boards and quality assurance bodies

**Administration and Operations*** Provide strong administrative and organisational support to ensure efficient and high-quality delivery of learning programs
* Advise department leadership on equipment and resource requirements to meet student and industry needs
* Ensure adherence to, and that students follow, departmental and institutional policies and procedures, especially health and safety regulations
* Ensure students have knowledge of course and college information and available learning technologies at the start of their programme, to enhance learning and improve communication

**External Engagement*** Support marketing, recruitment and outreach initiatives to promote courses and programs to prospective students
* Establish collaborative relationships and create links with relevant employers and industry partners to facilitate work-based learning, projects and experiential opportunities for students
* Contribute to broader institutional initiatives and cross-functional activities to enhance the overall college experience

 **Tutorial Support*** Provide 1:1 and group tutorial support, adapting prescribed content to meet the needs of the students
* Set personalised targets for students and conduct and record regular reviews of their progress
* Facilitate discussions on personal development, study skills, employability, citizenship, and health
* Mentor and coach students in relation to building self-esteem, resilience, and emotional regulation strategies
* Coach students on managing anxiety, behaviour challenges, and developing social skills
* Explore practical independent living skills, life skills, and personal safety as appropriate
* Collaborate with internal pastoral teams and external agencies to provide specialised support
* Maintain accurate records of student progress, attendance, targets, and causes for concern.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* To work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s).
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * The postholder will have pastoral overview of the students within their named tutor groups and should ensure that tutorial delivery is completed each week to contribute to the safeguarding of the students within their care.
* It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.
* The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: Head of Department Date: June 25UPDATED BY: HR Date: June 25 |

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| **Person Specification – Lecturer in Foundation**  |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience teaching young people with SEN.Knowledge and understanding of EHCPs, the annual review process and importance of making valuable contributions.Demonstrated experience of assessing students' progress, setting regular targets for improvement and developing appropriate interventions and support plans when necessary | A / IA/IA/! | Evidence of celebrated success such as OFSTED Grade, Awards, Celebrations  | A / I |
| **Skills and Abilities** | Ability to plan and deliver high-quality teaching, tutoring, assessment and support to support the successful progression of all studentsAbility to teach across a range of subjects including digital applications, life skills and employability.Ability to employ a range of teaching strategies to ensure all student make good progress.Ability to collaborate with colleagues and keep accurate records to coordinate and monitor effective student support and progress, demonstrated through outstanding interpersonal and administration skills | A/I/TA/I/TA / I/TI/T |  |  |
| **Qualifications** | Qualified Teacher (PGCE, Cert Ed) | A / I | IQA QualifiedAdditional SEN Qualifications | AA |
| **Personal Qualities** | You will be sensitive to your learners’ needs whilst enabling them to express and reach their true potentialInnovative and pro-active in their approach to working with learners and have a commitment to further training and development as new initiatives evolveA demonstrable commitment to Equality & Diversity and Nescot ValuesCommitment to safeguarding, PREVENT & promoting the welfare of studentsThe required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | I/AI/AIIMI |  |  |

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| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |