

# Loughborough College Group

## Job Description

### 1. Job Details

Job Title:	SEND Lecturer
Department:	Specialist Provision
Reporting To:	Curriculum Head
Competency Level:	Teaching 2
Hay Grade:	G3/4
Salary:	£32,570 - £38,175 per annum
Date of Job Evaluation:	tbc
Date:	April 2026

### 2. Job Purpose

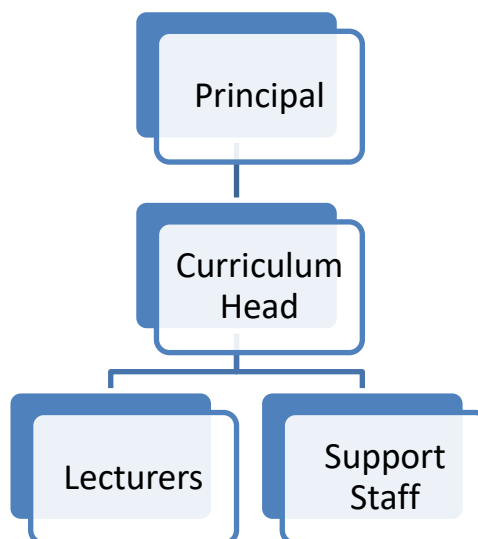
To deliver high-quality, inclusive teaching and learning across Loughborough College Group's Specialist Provision, enabling learners with diverse needs and EHCPs to make excellent progress. The post holder will contribute to LCG's mission of transforming lives through outstanding education, ensuring that SEND learners develop the skills, independence and confidence to achieve their personal, academic and vocational goals.

The SEND Lecturer will work collaboratively with cross-college teams, employers, families, external agencies, and support services to ensure that teaching reflects individual needs and promotes positive outcomes.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



Name:	Job description Template	Owner:	HR
Document Reference:	HR-TCG-162	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

## 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Role specific responsibilities

- Plan and deliver engaging, inclusive lessons across accredited and non-accredited SEND, RARPA across our inclusive futures curriculum.
- Differentiate teaching to meet a wide range of SEND profiles, including ASC, SEMH, cognition & learning, and communication needs.
- Embed English, maths, digital literacy, employability and personal development into the curriculum.
- Develop accessible, personalised resources aligned to LCG curriculum standards and quality expectations.
- Conduct initial assessments, set personalised learning targets and review progress regularly.
- Assess learning in line with awarding organisation requirements, internal quality assurance and RARPA frameworks.
- Maintain accurate records on ProMonitor / relevant LCG systems, ensuring data quality meets funding and audit requirements.
- Contribute to EHCP reviews, multi-agency meetings and the creation/updating of learner support plans.
- Implement strategies that promote independence, resilience and emotional wellbeing.

- Work closely with Learning Support Assistants, Progress Coaches and support teams to deliver consistent and effective support.
- Safeguard learners by following all LCG safeguarding and Prevent procedures.
- Promote the Loughborough College values of Respect, Responsibility and Honesty.
- Contribute to curriculum planning, quality improvement and innovation across the SEND and Foundation Learning programmes.
- Participate in standardisation, moderation, CPD and performance review processes.
- Work collaboratively with colleagues across LCG, including vocational teams, to support effective transition and inclusive participation in mainstream provision where appropriate.
- Support college-wide initiatives including enrichment, events, open days and employer engagement activity.

### Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

Action	Result
<b>Plan and deliver differentiated, engaging SEND programmes</b>	Learners make sustained progress, achieve positive outcomes and develop independence, resilience and wellbeing
<b>Assess, track and review learner progress and achievement</b>	Ensure progress is evidence, tracked and student achieve good results
<b>Contribute to the curriculum planning, quality improvement and collaborative working with SEND teams, learning support assistants, vocational departments and college wide initiatives</b>	Ensure provision is innovative, inclusive, values led and supports successful learner transition and participation

## 8. Key Working Relationships and Communications

**Internal:** Learners, College group staffs

**External:** Parents, external partners, awarding bodies and key stakeholders

## 9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values.</p> <p>Effectively manages team to deliver a service, providing clear direction and support.</p> <p>Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas.</p> <p>Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice.</p> <p>Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
Delivering Excellent Quality	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics.</p> <p>Takes ownership for own development, supports that of others and develops beyond own role.</p> <p>Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	

## 10. Scope for Impact

*Not applicable*

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Level 3 NVQ or equivalent in a relevant subject.	•		Application/ Interview
2.	Possess a teaching qualification (or equivalent) or be willing to acquire one	•		Application/ Certificates
3.	Level 4 qualification or equivalent in relevant area		•	Application/ Certificates
4.	A1 or equivalent assessor qualification		•	Application/ Certificates
5.	V1 or equivalent verifier qualification		•	Application/ Certificates
6.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
7.	Previous experience preparing for and presenting to an audience	•		Application/ Interview
8.	Up to date knowledge of the subject/vocational area	•		Application/ Interview
9.	Recent experience of working in the industry	•		Application/ Interview
10.	Experience of promoting positive learner behaviour		•	Application/ Interview
11.	Previous experience teaching young people/adults	•		Application/ Interview
SKILLS & KNOWLEDGE				
12.	Ability to inspire, motivate and raise the aspirations of learners	•		Interview
13.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to different work tasks	•		Interview
14.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
15.	Able to work independently and within a team contributing to the development of teaching	•		Interview
16.	Effective time management skills and be able to work to deadlines	•		Interview
17.	Demonstrates an awareness of learners' and employers' needs		•	Interview
18.	Evidence of collaboration with employers		•	Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Effective time management skills and be able to work to deadlines	•		Interview

21.	Able to travel as and when it is required for business purposes	•		Interview
22.	Promote the College’s equal opportunities policy and practices	•		Interview
23.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in April 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
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