



Inclusive Learning Programme Developer	
Reporting to:	Inclusive Learning and Development Lead
Working Hours:	Full time (37.5 hours per week)
Salary:	Points 28-34 (£34,463 - £39,943), pro rata if part-time
Contract:	Fixed-term until 31/07/25 with a potential to extend
Position Code:	PCA2
Annual Leave:	37 electable days plus 8 statutory days

Job Purpose

The postholder will be responsible for the development and day-to-day management of bespoke programmes at our land-based college. The programme aims to support the transition to Post-16 education for vulnerable young people who have either not attended full-time education or have previously attended a special school setting. In addition to developing a programme for learners who need adjustment and tailored programme to support transition to a full-time study programme in further educational setting. The purpose of the programmes is to deliver personalized and tailored study programmes that support young people with SEND to achieve positive outcomes, in line with the SEND and Alternative Provision Improvement Plan.

Duties and responsibilities of the job

1. Main Duties

a.	Contribute to the development of the strategy and intent regarding the curriculum offer for learners with inclusion needs
b.	Working with the Inclusive Learning and Development Lead and Head of English and Maths to support the embedding of English and maths programme for all learners on the tailored programme
c.	Support, plan, deliver, and assess bespoke 1:1 and group sessions for young people to encourage holistic learning and promote positive outcomes
d.	Promoting the co-creation of content with young people, staff, and parents
e.	Ensure individual student learning needs are considered and reasonable adjustments are made to ensure adaptive practice
f.	Scrutinising and approving project proposals ensuring that young people have devised effective proposals

g.	Ensure the online learning environment (digital platforms) is utilised and maintained and student use is audited
h.	Ensure the submission of projects for external moderation is efficient and timely
i.	Coordinate and ensure the assessment of progress is recorded and review processes are effective
j.	Ensure Schemes of Learning for the programmes are in place and purposeful, and together with the Inclusive Learning and Development Lead and facilitators, ensure these are used effectively
k.	Be a positive role model and establishing positive relationships with young people and supporting them to develop personal, learning and employability skills to prepare them for adulthood
l.	Participate in student interviews, student/parent visits, 'keep warm' activities, welcome days, and enrolment

2. Quality Improvement

a.	Contribute to programme review meetings and reports including the Quality Improvement Plan for the programmes, as set out in the college quality cycle
b.	Manage student and parent/carer forums and surveys and any other feedback mechanisms regarding the tailored programmes
c.	Lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements
d.	Ensure that the marking standards of examination boards, where applicable, are understood by facilitators and maintained. This will include arranging internal moderation and managing the internal review process
e.	Contribute to quality assuring the standard of facilitation and supervision received by individual young people
f.	Obtain industry insight through visits to other providers and attending appropriate multi agency forums and training

3. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b.	Actively participate in the College performance management processes, including appraisals, to support personal and professional development and enhance student experience
c.	Complete all mandatory training as required in line with College expectations

4. Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies
b. Adhere to the College Health and Safety Policy, ensuring safety standards are maintained during practical activities
c. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Teaching and/or programme management experience and relevant qualifications
b. Develop the English and maths provision on the tailored programmes
c. Sound knowledge of the SEND legislation including Code of Practice and the Children and Families Act (2014) and EHCP processes
d. Experience with working with young people with additional needs especially social, emotional, behavioural, and mental health
e. Good interpersonal skills with the ability to develop and maintain positive working relationships with people and build a good rapport with young people in order to support them effectively with their learning
f. Effective administrative and organisational skills with the ability to work to deadlines
g. Ability to negotiate progression opportunities for students
h. Ability to effectively work alone, with minimal supervision, or as part of team
i. A strong commitment to the college approach to safeguarding
j. A knowledge of a range of accreditation and experience with developing schemes of work

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas (pro rata if part-time). Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave must be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.