

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title	Course Leader SEND
Salary	Competitive starting salary range from £43,521 up to £45,171 per annum (dependent upon experience) with the potential to progress. A discretionary range for candidates with exceptional experience can be discussed/considered
Mode	Full Time, Permanent
Location	NITE (National Institute of Teaching & Education), Fleming House, Knowlhill, Milton Keynes, MK5 8FR (Flexibility of location is possible)

2. ABOUT NITE

Part of the Coventry University Group, NITE is a leading provider of teacher education degrees and training programmes. We aim to set the standard in teacher training and leadership development within the global education sector.

Our courses:

- have practical intentions to improve the quality of teaching and leadership in schools and colleges
- are underpinned by the best available evidence of 'what works'
- are designed by experienced educators, who know what it takes to successfully teach and lead in schools today
- are competitively priced and/or designed to access tuition-fee funding schemes (e.g. the apprenticeship levy)

The distinct features, which thread through all our courses, promote accessibility and personalised experiences. These include:

- **Online** delivery models which blend with school-based practice
- **Tutorial and mentoring programmes** to support learning, deepen students' understanding and prompt independent study and research
- The **flexibility** of multiple in-year start dates and part-time routes

3. JOB DESCRIPTION

(a) Purpose

The Course Leader for SEND will report to the ITT Directors and play a central role in the leadership, development, and delivery of SEND-related programmes in teacher training. The postholder will be responsible for leading on all aspects of course quality assurance and enhancement, ensuring that academic standards are rigorously monitored, evaluated, and reported upon in line with institutional and sector expectations. The role is key to maintaining high-quality provision and an excellent student experience, while ensuring programmes remain responsive to developments in SEND practice, policy, and inclusive education.

Working collaboratively with the wider course management and academic teams, the postholder will contribute to the strategic development of SEND provision, supporting curriculum innovation and continuous improvement. This includes ensuring that course and module design are robust, current, and aligned with the needs of learners, employers, and the wider education sector.

The role will also involve close collaboration with academic colleagues and external stakeholders to ensure that teaching delivery remains effective, professionally relevant, and fit for purpose across all programmes.

(b) Main Duties and Responsibilities

Teaching & Learning

1. Promote the organisation's mission, strategic objectives, values, and behaviours to support growth and success.
2. Lead the strategic development and delivery of teaching, learning, and assessment for SEND teaching routes, including module content on the virtual learning environment. This includes curriculum development, enhancement, and the organisation of teaching and learning.
3. Develop, embed, and review course quality assurance systems for teaching, learning, and assessment, maintaining NITE's reputation for excellence in higher education.
4. Ensure that students receive a high-quality learning experience by supporting academic staff in delivering effective guidance, feedback, and progression strategies.
5. Plan and implement effective induction programmes for staff and students.
6. Identify and respond proactively to any risks or challenges affecting the success of the courses.
7. Develop content for SEND specific mentor training and support with widespread online delivery.
8. Establish a structured review cycle for SEND, ensuring that course expectations and standards are clearly communicated.
9. Prepare annual course reports and enhancement plans in line with agreed deadlines, regularly monitoring and recording progress.
10. Collect, analyse, and utilise data related to course effectiveness, student outcomes, and satisfaction to drive continuous improvement and address any issues promptly.
11. Lead and oversee the development plan for SEND ITT routes, ensuring continuous refinement and alignment with teaching and academic standards.

Quality & Recruitment

12. Oversee the monitoring, enhancement, and continuous improvement of curriculum, teaching, and quality assurance processes for SEND ITT routes.
13. Engage in professional development and maintain active membership in relevant professional bodies to stay informed of developments in related areas of education.
14. Ensure courses and modules are regularly reviewed, and staff engage in all academic, administrative, and quality assurance processes in a timely and effective manner.
15. Develop course and module handbooks and related course documentation in collaboration with the Senior Team.
16. Work effectively as part of the academic team, contributing to committees and working groups to support NITE and CU objectives.
17. Maintain and provide accurate information related to SEND ITT routes to support effective marketing and promotion of the course.
18. Lead training and induction for new staff within the course delivery teams, ensuring high standards of teaching and assessment are maintained.

Supervision Received

Accountable and responsible to the Directors of ITT.

Supervision Given

To lead and operationally direct a team of Lead Mentors who support delivery of the SEND ITT courses.

Collaboration

Senior management throughout the University – The role is expected to contribute to compliance and inspection preparation, liaising with senior colleagues around curriculum developments and new and existing course growth. Attendance at exam boards, academic conduct committees, and other groups that measure the impact and success of our portfolio may be part of the role.

To ensure that all academic activities rigorously adhere to CU Group Policies, Academic Regulations and College Quality standards and are monitored effectively for reporting purposes.

There is an expectation that the role works collaboratively with all areas of the university - this includes but not limited to: Staff in other colleges; Apprenticeship team; Partnership and Marketing team; People Team; Digital services; CU online and others as and when appropriate.

The role also requires significant engagement with external agencies and other educational institutions. This includes but not limited to: Ofsted; ESFA; International school associations such as COBIS; LLSE; TSHs; conferencing providers; Teaching and Leadership Unions and course recruitment providers.

Other Duties and Responsibilities:

1. Ensure compliance with the Equality Act, Data Protection Act and the Freedom of Information Act, and all other rules and regulations that govern the work of NITE and Coventry University.
2. Undertake such other duties as are within the scope and spirit of the job purpose, the title of the post and its grade.

4. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	Qualified Teacher Status Experience of leading in education	A master's degree in a relevant discipline
<i>Experience (Paid and Unpaid)</i>	A track record as a highly successful teacher including in specialist schools or alternative provision Experience of leading in special education ideally across a range of phases Experience with Initial Teacher Training – either with University-led or School-led provision Experience of successfully mentoring new teachers Experience of course/curriculum/resource design	Experience in blended and online teaching and learning approaches Experience of working in or with an HEI Experience of working in primary and secondary settings
<i>Job-related skills/ Aptitudes</i>	Ability to work independently, to take the initiative and to innovate Commitment to delivering high quality services to students and partners Excellent organisational and self-management skills Suitable level of proficiency in IT and understanding of its application to teaching, learning, and assessment Methodical problem-solver and an ability to swiftly process large amounts of information within a number of different contexts Diligent, conscientious and takes pride in their work Accurate and proficient in language and communication Knowledge of SEND associations and networks Knowledge of the HE sector and ITT landscape	

<i>Interpersonal Skills</i>	Ability to communicate and collaborate with a broad range of people including teachers and school senior leaders Emotionally intelligent Sympathetic and respectful of others Ability to prioritise and to work to tight deadlines Ability to lead teams successfully, within course development opportunities Ability to relate to trainees of diverse backgrounds, ages and experience	
<i>Other Requirements</i>	Principle-driven with a strong moral compass Ability to work flexibly and pro-actively, and if the need arises, to work outside of normal working hours Enhanced Disclosure and Barring Service clearance	Willingness to travel and undertake academic and related activities around the UK and possibly abroad