**JOB DESCRIPTION**

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| **Job Title:**  **Location:**    **Reports to:**  **Salary:**  **Holiday:** | Subject Teacher |
| Collingham A Level Department, 23 Collingham Gardens, Kensington, London and GCSE Department 17 Queens Gate Place, Kensington, London |
| Head of Department / Director of Studies |
| Circa:  Subject Teachers are paid by the hour for their teaching on a monthly basis retrospectively. The Collingham hourly rate is dependent on experience and whether the teaching is individual or group.   Statutory Holiday Pay is paid at the end of July.  Pension is paid at 1% of salary and, after three years, 6% of salary.  Easter Revision teaching for 2-3 weeks is available in some subjects. |
| There is no teaching available during July and August. |

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| Purpose |
| **To deliver dynamic teaching at GCSE and/or A level to small groups (max 8) or on an individual basis. Excellent subject knowledge is required, as is an in depth understanding of the course requirements. An affinity with the 14-19 age group is essential.**  **Collingham encourages teachers to seek learning opportunities for their students outside of the classroom and trips and visits are well supported by the Senior Leadership Team.** |

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| Main Responsibilities |
| **Teaching** |
| Although fixed for the academic year, the number of teaching hours are flexible and by arrangement with the Director of Studies. There is also some scope for flexibility in the days and timings on which you can teach.  Responsibilities and duties for Subject Teachers relate solely to classroom teaching as detailed below. Other responsibilities, such as offering pastoral support as a Personal Tutor, are remunerated separately.  You will be required to:   * deliver high-quality and teaching to individuals or small groups (maximum 8 or 9 at GCSE). * identify clear teaching objectives and specifying how they will be taught and assessed in your Scheme of Work; * set tasks which challenge students and ensure high levels of interest; * set appropriate and demanding expectations; * set clear targets, building on prior attainment; * identify SEN or very able students and differentiate in teaching accordingly; * provide clear structures for lessons maintaining pace, motivation and challenge; * make effective use of assessment; * write half-termly reports for students; * attend termly Parents’ Evenings; * liaise with Personal Tutors as appropriate. * Promote and safeguard the welfare of children and young people, in accordance with the college’s safeguarding and child protection policy. * Ensure the effective promotion of British Values as part of subject delivery. |