

<b>CITY AND ISLINGTON COLLEGE</b>
-----------------------------------

**JOB DESCRIPTION**

**A. TITLE OF POST: FULL TIME TEACHER OF ECONOMICS & BUSINESS**

**RESPONSIBLE TO: CO-ORDINATOR OF HUMANITIES & BUSINESS**

**RESPONSIBLE FOR: TEACHING OF A-LEVEL ECONOMICS**

**GRADE: Sixth Form Colleges Main Scale**

**SALARY: £26,699-£42,127 (per annum including London Weighting)**

**CLOSING DATE: 23/04/2018**

**INTERVIEW DATE: 01/05/2018**

**B. PURPOSE OF THE JOB**

To teach A-Level Economics & Business.

**MAIN DUTIES AND RESPONSIBILITIES**

In addition to the duties laid down in the Sixth Form College Conditions of Service, the postholder will:

1. Teach Economics & Business A Level.
2. Take part in subject meetings, departmental meetings and professional development days.
3. Contribute to curriculum planning.
4. Monitor students' progress and contribute to the evaluation of results in the relevant subject areas.
5. Act as a pastoral tutor to a group of year 12 or year 13 students.

## **D. EXPECTATIONS OF THE POST HOLDER**

1. Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the postholder's work.
2. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
4. Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.
5. Comply with and promote *College Health and Safety* policies and procedures and to undertake recommended Health and Safety training as and when necessary.
6. All teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
7. Basic Skills and Learning Support (For all teaching and lecturing posts).

All teaching staff at the college are expected to contribute to the provision of additional learning support for students and to regard it as part of their teaching role to assist students in the improvement of their basic skills in numeracy and literacy. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff might be required to attend externally accredited in-service training to develop their professional skills at helping students to improve their basic skills.

- NB. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

## **E. PERSON SPECIFICATION**

### Qualifications and Experience

- 1) Appropriate degree and PGCE- or equivalent

- 2) Experience of teaching Economics & Business at A level, with proven success.
- 3) Experience of curriculum planning and assessing A-level Economics & Business work.
- 4) Experience of working with 16-19 year olds and an understanding of the curriculum and pastoral needs of this age group.

#### Knowledge and Understanding

- 1) Strong subject knowledge and awareness of curriculum developments in relation to A-Level Economics and Business.
- 2) An understanding of, and commitment to, the *College's Equal Opportunities policies* and a willingness to promote equality of opportunity in all aspects of the work.

#### Skills and Abilities

- 1) Ability to make the subject interesting and accessible to a range of students
- 2) The ability to communicate and work effectively with staff across the department at all levels
- 3) The ability to relate to, communicate effectively with & counsel students, and to monitor their progress using the College's monitoring and support systems
- 4) Effective planning, administrative and organisational skills and ability to meet deadlines

The college's students represent a wide range of social and ethnic groupings, as well as being mixed in terms of gender, culture and religious affiliations. Applications from candidates who reflect this diversity are therefore welcome.

