

Job Description and Person Specification

Teacher

Teacher of Psychology (Maternity cover)

Division Humanities

Reports to Curriculum Director for Humanities

Context

CATS College Canterbury is a coeducational independent boarding school catering mainly for international students aged 14+. The College specialises in preparing students for pre-university exams, including I/GCSEs, A Levels, the International Baccalaureate (DP) and the University Foundation Programme (UFP). The College was awarded 'Excellent' in all 9 areas in the latest ISI inspection (March 2016). There are approximately 400 students on roll, class size average is 9 [nine] across all programmes, and students take part in an extensive range of extra-curricular activities including leadership awards and national/international competitions. The College is part of the CEG group.

Main Duties

- To adhere to all statutory regulations, including the Teaching Standards as published by the Department for Education, and to CATS policies and procedures as contained in the Staff Handbook/Planner
- To teach Pre, I/GCSE, AEM, IB, A Level, UFP and any other course as required
- To be a Personal Tutor (PT) as required
- To plan, prepare and teach strong lessons for the classroom which enthuse and inspire students, and promote enjoyment of learning. To effectively use a variety of learning styles, having regard to the individual learning needs of students. To select and sequence appropriate materials, resources and approaches according to the course type and learners
- To set, evaluate, mark and track students' course work, homework, examinations and other assignments promptly, and to record marks on College systems as requested, in accordance with the College Assessment and Marking Policy and procedures

- To set and mark promptly independent study to be completed outside of lessons and assist in the preparation of IB EE, university entrance exams (BMAT, LMAT, UKCAT etc.), in accordance with the College Marking and Assessment Policy
- To write half-termly reports on students with clear formative comments and targets as to how to improve work, by deadlines given, and provide regular estimated grades and feedback on tests as required
- Maintain effective records of lessons, grades awarded and marks given in class
- Ensure accurate attendance records are kept for every lesson using the College electronic systems
- To administer and mark placement tests, and carry out a range of formative and summative assessments as appropriate
- To complete associated and administrative tasks to deadlines, as directed
- To induct students appropriately, to provide academic advice, counselling, educational guidance, and tutorial support to students, including individual learning plans as directed
- To supervise students' attendance and behaviour and follow up as appropriate, in accordance with the College Behaviour and Attendance policies
- To provide work for supervised study when a student has not completed assignments, notify Curriculum Director or relevant staff, and ensure work is marked promptly
- To develop materials and resources, implement, support and/or lead in the production and improvement of Schemes of Work as appropriate, and undertake other academic project work as directed
- To ensure lessons are in line with SoWs and their respective objectives, and that these are shared with students. To give feedback on materials, courses and lessons to academic and other managers/colleagues as required
- To contribute towards the optimal utilization of learning environments, e.g. noticeboards and displays to motivate and inform students
- To attend academic, departmental and College meetings when required, and attend/deliver INSET sessions as directed. Part Time staff are required to attend meetings and may claim payment at meetings rate to do so
- To supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times
- To encourage students to participate in all sports and social activities
- To deal with student issues/emergencies as and when they arise
- To participate in Performance Management (PM) scheme in line with College policies and procedures
- To be aware of your responsibility to promote and safeguard the welfare of children and young people you are responsible for/come into contact with during your employment, and be fully aware of the College Child Protection Policy
- To undertake any other reasonable duties as required from time to time by the Principal

Person Specification

The job requires that you have:

- A good academic degree in a key curriculum subject area;
- Effective time management skills;
- Strong communication abilities;
- Great interpersonal skills, both verbal and written
- Good levels of IT literacy;
- Strong presentation skills;
- Clarity of speech;
- A calm and diplomatic approach;
- It also requires that you are:
- Passionate about your subject;
- An advocate for cultural diversity and globalisation;
- Willing to play a part in the wider life of the College;
- A good team player, but also able to work autonomously;
- Willing to accept additional responsibilities;
- Good at prioritising conflicting demands;
- Able to meet deadlines;
- Neat, well-groomed and well-presented;
- A strong role model for young people.

CATS Canterbury and CEG are committed to safeguarding and promoting the welfare of children, young people and staff and expect everyone connected with the College to share this commitment.