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| **Shrewsbury Colleges Group****Job Description** |  |

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| **Job Title:** | Teacher of History | **Post No:** | 5318 |
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| **School/****Directorate:** | Curriculum | **Department/****Team:** | History |

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| **Reports to (job):** | Programme Leader for History |
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| **Responsible for (jobs):** |  |

# Job Purpose

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**Main Responsibilities**

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| 1. | Planning and preparing courses and lessons |
| 2. | Teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in college and elsewhere |
| 3. | Assessing, recording and reporting on the development, progress and attainment of students |
| 4. | Promoting the general progress and well-being of individual students and of any class or group of students assigned to you |
| 5. | Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports |
| 6. | Making records of and reports on the personal and social needs of students |
| 7. | Communicating and consulting with the parents of students |
| 8. | Communicating and co-operating with persons or bodies outside the college |
| 9. | Participating in meetings arranged for any of the purposes described above |
| 10. | Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students |
| 11. | Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements |
| 12. | Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere |
| 13. | Participating in meetings at the college which relate to the curriculum for the college, or the administration or organisation of the college, including pastoral arrangements |
| 14. | Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students’ presentation for and supervision during such examinations |
| 15. | participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials |
| 16. | Registering the attendance of students and supervising students |
| 17. | Shrewsbury Colleges group actively promotes a ‘safeguarding staff, children and vulnerable adult’ culture. As such employees are expected to carry out their role and responsibility in relation to a child’s or vulnerable adults’ welfare and the welfare of their colleagues. Employees are expected to access child protection and Prevent training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of its students or staff, including apprentices aged 16 - 18. We are committed to ensuring that all employees are supported in respect to their safeguarding children, vulnerable adult and Prevent duties. |
| 18. | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 19. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 20. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 21. | \*\*Participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Qualifications | * Have a degree (or equivalent) in the subject relevant to the course to be delivered
* Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification
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| Experience |  | * Have recent experience of teaching History at advanced level.
* Evidence of good examination results and added value
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| Skills  | * Demonstrate excellent interpersonal communication skills
* Be able to adopt a variety of strategies to suit students’ different learning styles
* Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college
* Have the ability and interest to contribute to students’ enrichment activities
* Possess excellent team skills and have the ability to contribute

 to the team and its goals. Be able to work independently and as a member of the team.* Be well organised, reliable and punctual
* Possess good IT and administrative skills. Be able to keep accurate records of students’ progress and keep an up-to date Record of Work.
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| Knowledge & Understanding | * Enthusiasm for the subject and ability to impart this to students
* Have an awareness of health and safety regulations and how they apply to the post
* Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning.
 | * Have a knowledge of A level specifications and curriculum initiatives
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| Special working requirements | * A commitment to ensuring the safeguarding and welfare of children and vulnerable adults at Shrewsbury Colleges Group
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