

JOB DESCRIPTION
FUNCTIONAL SKILLS TEACHER

1. **JOB TITLE:** Teacher
2. **SALARY:** £26,069 (FTE)
3. **RELATIONSHIPS:** The Postholder
 - 3.1 is responsible to the Course Manager for the subject area.
 - 3.2 will make and maintain productive, professional relationships with all members of the College, colleagues from partner schools and other outside agencies.
4. **PURPOSE OF JOB:**

To contribute to the achievements of all our students by maintaining the highest quality possible of teaching and learning in the subject area.
5. **KEY TASKS:**
 - 5.1 To act as a personal tutor to a number of students.
 - 5.2 To take responsibility for addressing the learning needs of all students allocated to you.
 - 5.3 To participate as required in the arrangements for recruitment and admission of potential students.
 - 5.4 To assist the Course Manager in the timetabling and development of curriculum in the subject area.
 - 5.5 To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any Health and Safety regulations are observed.
 - 5.6 To participate as required in meetings with students, parents and colleagues.
 - 5.7 To operate as required the quality assurance procedures for teaching and learning
6. To take responsibility for your own professional development and participate in the College's Performance Review and Development Scheme.
7. To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.
8. To contribute to the promotion of equality and individuality of all users of the college.
9. This job description may be re-negotiated at the request of either the postholder or the Principal.
10. The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.