Longley Park Sixth Form College

JOB DESCRIPTION AND
PERSON SPECIFICATION

ROLE TITLE: **Teacher of Level 1/2 studies in Childcare and Health and Social Care**

REPORTING TO: **Curriculum Leader – Care and Sport**

LOCATION: **Longley Park Sixth Form College, Sheffield**

APPOINTMENT TYPE: **Full Time, Temporary**

DATE: **April 2017**

ROLE PURPOSE: To provide high quality teaching and learning across a range of programmes and delivery of associated assessment, administration and support for learning.

MAIN DUTIES AND RESPONSIBILITIES

1. Teaching

1.1 Delivery of well planned, stimulating and relevant teaching which meets the needs of students taking into account the range of ability and prior achievement of students within a class and individual needs of students.

1.2 Use of a range of assessment strategies which incorporate processes to ensure that effectively learning has taken place including regular marking, feedback and assessment of work both for external accreditation and as an integral part of the teaching and learning process.

1.3 Development, preparation and implementation of Schemes of Work for courses being delivered

1.4 Fully adhere to the Colleges assessment policies and procedures

1.5 Production and monitoring of progress reports, references and student target documentation for teaching groups

1.6 Liaise with the appropriate Academic Tutor and learning support team as and when appropriate.

1.7 Make effective use of resources and learning technology including using the College VLE appropriate to the subject matter being taught.

1.8 Create a purposeful and positive teaching environment, sensitive to individual needs of the students.

1.9 Teach according to curriculum requirements as required by your timetable.

1.10 Willingness to teach across a wide range of programmes and levels for students aged 16 – 19.

2. Curriculum Development

2.1 Contribute to Curriculum development within your team

2.2 Contribute to enrichment programmes and activities across the College.

3 Quality Assurance

3.1 Seek to improve standards

3.2 Demonstrate that students achieve well in relation to the students prior attainment

3.3 Achieve excellent levels of student retention within your teaching specialism

3.4 Ensure Student absence and punctuality is monitored

3.5 Participation in Self-Assessment, Course Review, Inspection and Planning processes for all courses taught.

3.6 Participation in College arrangements for appraisal and performance management.

3.7 Attend relevant meetings as required within your team.

4. Staffing

4.1 Involvement in arrangements for supporting new members of staff, spreading good practice and training colleagues as required

4.2 Maintenance of up-to-date professional, subject based and pedagogical knowledge to ensure effective teaching & learning

5. Students

5.1 **Safeguarding** – Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the Child Protection and Safeguarding Policy and Procedures. Also working with the Student Services department and College Leadership team to ensure the Safeguarding Pmaolicy is adhered to.

5.2 **Safeguarding –** Attend any training and development in relation to Safeguarding.

5.3 Take responsibility for promoting good standards of student behaviour and conduct both within lessons and wider College

5.4 Implement and monitor breaches of the Student Disciplinary Policy

5.5 Ensure the Behaviour for Learning Policy is adhered to.

5.6 Alerting your line manager of any concerns regarding student behaviour.

5.7 Working collaboratively with the relevant Curriculum Leader, Student Achievement team and Learning Support Team to ensure all students receive the support they need to achieve their potential.

6. Equality and Diversity

6.1 Create a purposeful, positive, supportive and inclusive teaching environment, sensitive to equality and diversity.

6.2 Awareness of individual student needs, ensuring reasonable adjustments where appropriate

7. Management information and Administration

7.1 Ensure up to date records of student attendance in lessons are kept and appropriate policies are adhered to regarding attendance

7.2 Monitoring and implementation of any causes for concerns using the College's student database system (Cedar).

7.3 Keep accurate records of set work, marks obtained and student concerns and commendations using the College's student database system.

8. Marketing and Liaison

8.1 Involvement in the promotion, marketing and recruitment activities of the College

8.2 Delivery of course and cross-college enrolment and induction activity.

9. Other

9.1 Contribute to achieving the Colleges vision, mission and strategic objectives.

9.2 Adhere to and support the Colleges values in all aspects of your work

9.3 Follow College policy with respect to Health and Safety in all aspects of you work

9.4 Undertake regular appraisal in line with the Colleges appraisal policy, including OTL's and professional development, including training as required both external and internal in order to maintain up to date knowledge of legislation and best practice.

9.5 The post holder will show an awareness of and compliance with all college policies and procedures, in particular, Health and Safety, Equal Opportunities and Safeguarding.

9.6 Attendance at open events and college information evenings in line with your contract of employment.

9.7 Attendance at team meetings and whole staff briefings when required.

9.8 Undertake any reasonable task at the request of the Principal or member of the Leadership team and your Curriculum Leader.

PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed. **Shortlisted candidates will be recruited via interview only.**	**Essential**	**Desirable**	**Application Form**	**Interview**	**Teaching Observation**	**References**
Qualifications						
Appropriate teaching qualification	X		X			
Relevant higher education qualification	X		X			
Evidence of continuing professional development	X		X			
Knowledge and Experience						
Successful teaching experience within the Post 16 education sector	X		X	X		
Experience of setting and achieving high personal standards in the delivery of teaching		X	X	X		
Evidence of successful teaching with retention and achievement rates above relevant benchmarks		X				
An ability to plan and deliver effective lessons	X		X	X	X	X
A creative and innovative approach to the development of teaching and learning	X		X	X	X	X
An ability to contribute to teaching on a range of courses within the subject specialism at various levels	X		X	X		X
An understanding of issues relating to teaching and learning in the further education sector		X	X	X		
Understanding of student support and progression issues in a post-16 context		X	X	X		
A knowledge of self-assessment and quality assurance processes	X		X	X		X
Demonstrate an ability to undertake administrative tasks in relation to the role	X		X	X		X
High level of subject knowledge and ability to develop this in new areas	X		X	X	X	X
Experience of university applications process		X	X	X		
Ability to offer a second subject outside that specified within the details of this post		X	X	X		
Technical Skills/Abilities						
IT literacy – MS Office, especially MS Word, Excel and PowerPoint, MS Outlook	X		X	X	X	X
Personal Qualities			X	X		
Good organisational skills	X		X	X	X	X
Commitment to education and the value of learning	X		X	X	X	X
Self-motivated	X		X	X	X	X
Ability to work well as an individual and as a member of a team	X		X	X		X
Creativity, independence and initiative	X		X	X	X	X
Enthusiasm for the sixth form college ethos and environment including commitment to Key Skills, Enrichment and Tutorial	X		X	X	X	X

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Ability to motivate and inspire young people in the subject(s) to be taught	X		X	X	X	X
Excellent communication and interpersonal skills	X		X	X	X	X
Commitment to Equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/or disabilities	X		X	X	X	X
Commitment to the Safeguarding and welfare of children and young people	X		X	X		X
Up to date knowledge with regards to safeguarding agenda	X		X	X		X