PART TIME TEACHER OF CHEMISTRY

Line Manager: Curriculum Performance Director

Job Purpose To ensure that the young people in your classes have a rewarding and challenging experience whilst developing to their full potential. To be responsible for maximising the results for each of your classes.

Hours: 0.8 FTE (OVER 4 DAYS)

Appointment: Permanent

MAIN DUTIES AND RESPONSIBILITIES

- Plan, prepare and deliver activities that facilitate active learning
- Seek to establish conditions in which students will achieve their maximum potential
- Produce schemes of work and class files
- Establish and communicate clear objectives for all learning activities
- Provide a variety of learning materials and resources
- Identify and select different resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support the process of learning
- Observe and evaluate student's performance and development (including module results)
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development using Pro-monitor
- Prepare required reports and references for students

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- Manage student behaviour in the classroom (including punctuality)
- Ensure class register is complete and that any attendance issues are promptly reported
- Follow procedures as appropriate to communicate concerns about individual students
- Identify particular additional needs and communicate these promptly
- Participate in meetings as required
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to plans and activities
- To reflect upon and evaluate one's own performance, take part in the performance review processes and undertake training as appropriate
- To be familiar with college policies and procedures, including child protection
- To ensure the learning environment is attractive and fit for purpose
- To plan and participate in the recruitment processes for prospective students
- To ensure accurate information is communicated to MIS for examination entries
- To make suitable provision for students identified as requiring ALS
- Maintain adequate security precautions for all department property
- Observance of all relevant COSSH and health and safety regulations
- To contribute to the overall work of the subject within the college, including open evenings, field trips, enhancement programmes and extra-curricular activities as appropriate
- Teachers are expected to have regard to any relevant college policies.

Quality of Provision

The work of teachers will be monitored and evaluated by an assistant director/deputy vice principal. Training needs will be identified as part of this process. Individual targets will be agreed and reviewed with a commitment to continual improvement.

Person Specification

Essential:

- An Honours degree in Chemistry or other relevant degree.
- An excellent classroom practitioner
- Previous experience of teaching A Level and BTEC Level 3, but NQTs and direct graduates are encouraged to apply.
- Ability to relate to and communicate with 16-19 years old students from a wide range of cultural and socio-economic backgrounds in a sensitive and responsive manner.
- Ability to work with students of mixed ability.

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- Proven ability to work to deadlines.
- Excellent self-motivation and initiative.
- Well organised.
- Willingness to contribute to the development work of the department
- A commitment to the positive encouragement of students and to the expectation of high standards
- The ability to work as part of a team and a commitment to share the responsibility for all aspects of development of the department
- Knowledge and experience of a range of different teaching styles.

Desirable:

- Previous experience of teaching at BTEC/CTEC L2 is desirable, but NQTs and direct graduates are encouraged to apply.
- Up to date knowledge of innovative approaches.

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