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**Job Description**

**TAMESIDE COLLEGE**

**Post Title:** **Teacher in GCSE English**

**Post Hours: 36 hours per week**

**Responsible to: Curriculum Leader**

**Purpose of the Post**

To provide high quality teaching and learning and pastoral support for students.

**Key Responsibilities:**

Key Accountabilities and Responsibilities

Required to teach English GCSE (or equivalent) courses both theory and practical

Responsible for planning and managing learning programmes (which will include curriculum development and regular review meetings)

Responsible for the management and tracking of the student learning programme to include administering all paperwork related to tutor courses and groups, tracking documents monitoring targets, achieving and maintaining group size targets and arranging additional support where required.

Carry out the required assessment which will include initial advice and guidance, initial assessment, referral for additional support, assign homework and provide timely feedback on the learning experience.

Ensure timely and accurate completion of student and course registers and ensure poor student attendance is addressed and targets set when required.

Liaise with parents/guardians, schools and other organisations with regards to attendance and achievements, where applicable.

Responsible for ensuring student progress records are completed in a timely manner which will include monitoring of targets, Individual Learning Plans and Mark Book to provide course progression, advice and guidance.

Classroom management including monitoring attendance, punctuality and student behaviour.

Be responsible for completing and maintaining appropriate internal and external quality standards (for example Internal Verification and External Verification).

Be compliant with equality in teaching and learning.

Contribute towards enrichment programmes, work placements and educational visits to enhance the learning experience.

Comply with the Quality Assurance procedures of the College which includes lesson observations.

Ensure “In Attendance” time is carried out to meet the needs of the students’ and divisional priorities.

To carry out student assessments using a range of techniques and tools.

Provide pastoral care and student support in conjunction with Student Services.

Work with the Quality team and curriculum Division to monitor, evaluate and improve the effectiveness of learning, including the use of lesson and peer observations.

Support students to improve their study skills and exam techniques.

Be available to cover for colleagues in line with contractual arrangements and, where agreed, provide support and guidance as a mentor to new staff.

Staff are personal tutors to groups and are responsible for completing ILPs, monitoring student progress, delivering tutorial programmes, liaising with parents, carers and employers (where applicable), monitoring attendance and punctuality, providing pastoral care , assisting in UCAS application and references and support the election of course student reps.

Undertake any other duties and responsibilities as directed and required, that is commensurate with the grade of the post and prescribed in the contract of employment.

#### PERSON SPECIFICATION

**Post Title: Teacher in GCSE English**

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|  | **Minimum Essential Attributes** | **Desirable Attributes** | **Method of Assessment** |
| **1. Skills** | 1. Ability to devise and deliver learning opportunities to meet group and individual needs   To GCSE level   1. Ability to inspire students in their learning 2. Ability to communicate clearly and engender enthusiasm for learning 3. Ability to communicate effectively with other staff. 4. Ability to work as a member of a team 5. High order organisational skills to track day to day operations and student records. 6. Ability to work to deadlines set by clients, awarding bodies and the College. 7. IT skills for use within teaching and administration 8. A commitment to active teaching and learning | 1. Ability to co-ordinate programmes | Interview/Application Form/Reference |
| **2. Knowledge** | 1. Understanding of and commitment to the principles of individual learning. 2. Knowledge of curriculum development and diversification in the subject area. | * Knowledge of major curriculum developments * Previous teaching * experience within the FE sector | Interview/Application Form |
| 1. **Experience** | * Successful teaching experience/ practice in 14-19 age range * An excellent knowledge of the subject * Experience of setting and achieving high standards in respect of leaver retention and achievement * An ability to plan and manage effective lessons * A creative and innovative approach to the development of teaching and learning * An ability to contribute to teaching at several levels * Experience of setting and achieving high personal standards in the delivery of teaching * Good classroom and behaviour management * Demonstrate leadership and motivational skills | 1. Design and delivery using ICLT. | Interview/Application Form |
| **4. Qualifications,**  **Training etc. (if**  **Any)** | * Teaching qualification: Certificate in Education/ PGCE/Bachelor of Education   **or**   * Required to achieve equivalent within 3 years of appointment * Degree level qualification in English or related subject * Level 2 qualification in the following or be prepared to achieve the within two years:   English  Maths   * Evidence of Continuous Professional Development | 1. Higher degree or recognised professional qualification 2. Meets LLUK standards for teaching and supporting learning 3. Recognised ICLT qualification 4. Internal Verification qualification | Application Form |
| **5. Work Related**  **Circumstances** | 1. Willing to undertake training to meet National Training Standards 2. Willing to undertake professional development to keep self up to date 3. Regular and punctual attendance. 4. Required to promote inclusive learning | 1. Willing to undertake first aid training and duties as necessary. | References/Interview |
| **6. Equal**  **Opportunities** | * Willing to implement College Equal Opportunities Policies. |  | To be assessed at interview. |
| **7. Safeguarding** | * Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with |  | To be assessed at interview |