



## Job Description

**Job Title:** Mainscale Teacher

**Job Purpose:** Provide high quality teaching, learning, assessment and support for all students leading to successful outcomes

**Responsible to:** Subject Area Manager

**Responsible for:** Students

### Key responsibilities for role

- Plan and prepare courses and lessons, including schemes of work
- Within your courses and tutor group (if applicable) ensure the development and embedding of good teaching and learning, including:
  - the development of English and mathematics skills
  - the development of employability skills
  - the promotion of equality and diversity
  - the promotion of safe working practices and safeguarding
  - the setting and monitoring of agreed targets with students
- Ensure internal and external assessments meet with examination standards, regulations and requirements and ensure examination entries are accurate
- Provide good quality teaching, learning, assessment and support that meet the needs of your students. This includes the setting and marking of work, the setting and monitoring of agreed targets with your students and providing students with high quality feedback
- Assess, record and report on the development, progress and attainment of your students. This includes attending parents' evenings and reporting to parents
- Make and maintain appropriate links with partner schools, higher education establishments, examination boards and employers
- Manage the behaviour and performance of students in line with the Student Management Policy
- Provide information to managers in a timely manner when requested to do so
- Complete administrative tasks which are needed for this role

## **General responsibilities for all staff**

All College employees are expected to:

- Actively engage in their own personal professional development
- Maintain discretion and confidentiality as appropriate to the post
- Comply with College policies and procedures particularly the Student Management, Health and Safety, Safeguarding, Risk Management and Equality Policies
- Adhere to College systems and processes and security arrangements
- Engage positively with all members of the College
- Promote a positive image of the College both internally and externally
- Contribute to the management of students throughout the College within the student management policy guidelines
- Manage the performance of students within your area of responsibility
- Use IT where appropriate and develop IT skills
- Liaise with other areas and members of staff as appropriate
- Participate in College events as required
- Attend College meetings and briefings as required by managers
- Contribute to the whole College marketing, liaison and guidance activities. This includes carrying out pre course interviews and attending open evenings
- Implement the College's Core Values, Key Priorities, Vision and Mission statements
- Monitor agreed expenditure so as to deliver programmes within budget and in accordance with College finance regulations
- Carry out other duties commensurate with the role and general nature of the post under the direction of the Principal or other designated manager of the College

September 2015