BSIX BROOKE HOUSE SIXTH FORM COLLEGE

JOB DESCRIPTION

Post Title: English Teacher

Scale: Spine Point 1-9 (Sixth Form College's Pay Scale for Teachers)

Responsible To: Head of Department

Job Purpose

To teach across a range of English courses and provide high quality, student centred learning that will ensure success.

Specific Duties

1. To contribute to the work of one or more of the Department's teams.
2. To prepare and maintain schemes of work.
3. To prepare students for internal and external assessment.
4. To mark and moderate students' work accurately and thoroughly (see 17)
5. To provide a stimulating learning environment for students.
6. To write reports.
7. To maintain students' records.
8. To provide consultation for students, their parents, adults and other clients as directed.
9. To take part in self-assessment and the development and implementation of quality improvement plans.
10. To take part in curriculum development.
11. To develop and implement teaching and learning strategies in line with college policy.
12. To cover for colleagues as required.
13. To carry out college procedures in line with college policies including Safeguarding, Equal Opportunities and Health & Safety, Assessment and the Teaching and Learning Framework.
14. To monitor the use of equipment and materials.

15. To act as a tutor to a group of students. (Tutorials are called Progress Reviews)

16. A willingness to teach students from key stage 4.

17. Teachers may be required to work up to two evenings per week and up to three Saturdays per year.

18. To integrate the improvement of literacy and numeracy into schemes of work, classroom practice and assessment. This includes the marking of students' work carefully and thoroughly, including the correction of spelling, grammar and vocabulary.

19. To undertake such other duties of a commensurate nature which may be required from time to time.

College Responsibilities

1. To act as a personal tutor to a group of students.

2. To represent the College at meetings as directed.

3. To participate in the College Learning & Development (appraisal) process.

4. To participate in inspections and self-assessment.

5. As part of your role you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility you may be required to participate in training and be involved in undertaking risk assessments.

Variation to this Job Description

This job description is designed to outline the main duties of the post. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk

June 2017

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PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

		Essential	Desirable
Qualifications And Experience:			
1.	A relevant degree or professional qualification.		
2.	A full teaching qualification, or willingness to obtain one within 2 years of joining the College.	*	
3.	QTS status or a willingness to undertake the required process.		*
4.	Evidence of successful teaching within a relevant context.	*	
5.	Experience of curriculum development.	*	
6.	Experience of current assessment techniques.	*	
Abilities/Skills			
1.	Teaching and tutoring skills with the ability to engage successfully with students of varied ages, backgrounds and abilities.	*	
2.	Ability to teach in the subject areas covered by the post.	*	
3.	Familiarity with current developments in education and training in 14-19 education.	*	
4.	Ability to communicate effectively and handle administrative matters efficiently.	*	
5.	Ability to incorporate Information Learning Technology strategies in teaching and learning.	*	
Disposition/Attitudes			
1.	Willingness to keep professional knowledge and skills up to date.	*	
2.	Willingness to work co-operatively and productively with other members.	*	
3.	A belief that all young people are educable and can make progress.	*	
Equal Opportunities			
1.	An understanding of the needs of a multi-cultural, inner-city community.	*	
2.	Commitment to the College's Equal Opportunities policy and practical awareness of how to implement it.	*	
3.	Awareness of the language needs of students with a variety of linguistic backgrounds and ability to adopt appropriate teaching strategies to meet these needs	*	
4.	A commitment to comprehensive education.	*	