HEREFORD SIXTH FORM COLLEGE

JOB DESCRIPTION

NAME:

JOB TITLE: TEACHER

LINE MANAGER: HEAD OF DEPARTMENT

FULL/PART TIME:

GENERIC RESPONSIBILITIES (FOR ALL TEACHERS IN THE COLLEGE)

1 To plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning), which take account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.

2 To use, or oversee, a range of appropriate teaching strategies which incorporate processes to ensure that effective learning has taken place.

3 To make effective use of resources and learning technology appropriate to the subject matter/skill being taught.

4 To create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity and health and safety issues.

5 To demonstrate an up-to-date professional knowledge and teaching of the subject.

6 To participate in professional development, including subject updating and wider relevant curriculum developments.

7 To demonstrate commitment to student support and guidance and student enrichment activities.

8 To participate in systems for the recruitment and induction of students.

9 To participate in systems for strategic planning.

10 To participate in management systems for quality assurance, review and improvement.

11 To participate in self-assessment systems.

12 As appropriate, to participate in the arrangements for mentoring, coaching and spreading good practice to more junior teaching staff (for example through the induction of Newly Qualified Teachers).

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13 If required, take on the responsibility of a tutor group and carry out Personal Tutor duties as detailed in the College's Tutorial and Reporting Policy

14 To undertake such other duties as may reasonably be required.

PLEASE NOTE:

(a) This Job Description is subject to amendment in line with the provisions of the Document. Reviews will normally take place at the end of the academic year or earlier where necessary, and following consultation with yourself.

(b) Should there be a disagreement under paragraph (a) above then you have a right of appeal under the College's Grievance Procedures.

Signed: …… (Principal)

Date: ……

I acknowledge that I have seen and received a copy of the above Job Description.

Signed: …… (Member of staff)

Date: ……..

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