**Job Specification**

**Job Title: Part Time Tutor of Biology to A-level (Pro Rata)**

**Salary Grade: £24k (part-time) spread over 3 days (Pro Rata)**

**Responsible to: The Principals**

**Responsible for: Teaching A-level classes in Biology at GCSE, AS-level and A level, over 3 days.**

**Job Purpose: To secure and account for effective learning, appropriate achievement and educational progress of all pupils in Biology classes under your direct control, consistent with the aims of the College and the unique needs of each individual learner**

**Key Responsibilities (Full-time staff):**

1. **Secure and sustain effective learning for pupils through participating in the well-planned and effectively organised teaching within the Biology department**
2. **To teach effectively across the 16-19 age range, aiming for all pupils to achieve grades A\* - C**
3. **Co-ordinate and develop schemes of work ensuring coverage of appropriate specifications, in association with the Principals**
4. **Support and manage pupils within Biology programmes taught to sustain motivation and commitment to high standards of learning and care**
5. **Organise the efficient record keeping of pupil attainment**
6. **Plan for the effective deployment of allocated resources within Biology to secure high quality learning experiences**
7. **Work effectively as part of a pastoral team and be prepared to be a Personal Tutor (optional)**
8. **Maintain and contribute towards College policies, procedures and routines, ensuring effective communication/consultation with pupils and parents**
9. **To play a full part in the life of the College, to support the College mission and ethos and to encourage and ensure pupils follow this example**
10. **Report to Principals in accordance with College procedures.**

**To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers**

**This job description will be reviewed annually.**

**July 2018**