**Job Specification**

**Job Title: Part Time Teacher of GOVERNMENT & POLITICS to A-level**

 **Maternity Leave Cover from September 2017 - June 2018**

**Salary Grade: Up to £40 per hour, total of 10 hours per week (part time) or Pro**

 **Rata equivalent**

**Responsible to: Principals, Vice Principal**

**Responsible for: Teaching Government & Politics to A Level**

**Job Purpose: To secure and account for effective learning, appropriate achievement and educational progress of all pupils in Government & Politics 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 in liaison with the Heads of Year Groups and Principals**
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 Curriculum Managers**
4. **Support and manage pupils within Government & Politics 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 Government & Politics 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.**

**May 2017**