**KING EDWARD VI COLLEGE, STOURBRIDGE**

**JOB DESCRIPTION (Generic)**

**A** **Post Title: Subject teacher/lecturer**

**B** **Responsible to: Curriculum Leader**

**C** **Main duties and responsibilities:**

The main duty of the classroom teacher is to ensure the effective education in the appropriate subject[s] of the students in the assigned classes in line with the schemes of work, objectives and policies of the relevant curriculum area and with whole college policy**. At all times, the post-holder will promote and safeguard the welfare of the children and young people for whom she/he has responsibility and with whom she/he comes into contact.** She/he is accountable to the appropriate line manager and, through her/him, the senior leadership team of the college, for the effective discharge of all duties.

**D** **Responsibilities:**

**1** **Subject Review and Development**

(a) Participates as appropriate and as required by the curriculum leader or subject leader in development activities, including the preparation of the annual quality improvement plan.

**2 Curriculum**

(a) Plans, prepares, delivers and reviews lessons and other activities with the aim of ensuring the effective learning of assigned students in the agreed specifications;

(b) Participates with other members of the subject team in developing syllabuses, materials and schemes of work, which include clearly identified aims and objectives which are shared with students;

(c) Employs varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.

**3 Student Assessment, reporting and support**

(a) Promotes and safeguards the welfare of children and young people for whom responsible, and with whom the post-holder comes into contact;

(b) Maintains effective records of the attendance and progress of classes and of individual students in accordance with the attendance recording policy of the college and the marking policy of the subject and with the whole-college assessment policy;

(c) Participates in all college-wide policies for responding to such records;

(d) Consults and informs relevant college staff regarding the progress, attainment and attitude of her/his students.

**4 Finance and Resource Management**

(a) Ensures, as far as possible, that the equipment and resources provided for use are maintained in good order and that the rooms allocated for use are cared for and offer an attractive and educationally stimulating environment for students.

**5 Personnel**

1. Participates in induction programmes for new staff and staff undertaking new responsibilities as appropriate;
2. Participates in the college’s agreed staff appraisal scheme as appropriate;
3. Adheres to relevant health and safety regulations;

(d) Participates in the college’s staff development activities as required.

(e) In the event of a fire or other emergency evacuation, to check that a designated area of the college has been vacated, as long as it is safe to undertake such a check.

**6 Liaison within and outside college**

1. Attends all relevant staff and curriculum area meetings as reasonably required;

(b) Participates in college publicity and recruitment events as appropriate;

(c) Participates as appropriate in liaison with students and parents/guardians in accordance

with college policy;

1. Maintains an awareness of equal opportunities and health and safety issues and adheres to any relevant college policies on these and other cross-college matters;

(e) Maintains an awareness of the need to represent the college to the community at large.

**E Additional responsibilities specific to this post are as follows:**

**F The job description and allocation of responsibilities may be amended by agreement from time to time.**

**G All posts are subject to the following terms and conditions:**

The post is subject to the terms and conditions as laid out in the Sixth Form Colleges Association (SFCA) Conditions of Service Handbook and is remunerated at the appropriate point on the SFCA national payscales.