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| **Job Description** |

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| **Post:** Teacher | **Hours of Work:** 37 Hours per week  |
| **Reports to:** Head of Learning and Programme Co-Ordinator | **Campus:** |

**Main purpose of job**

To provide Teaching, Learning & Assessment of the highest quality and to positively participate in the students entire Study Programme with full adherence to policy and practice. Mainly this includes:

1. Develop confident, well rounded, aspirational and skilled individuals to make positive contributions to society and stand out in a competitive employment market.
2. Identify students educational and developmental potential to ensure individualised learning delivers maximum added value for every learner.

**Duties and Responsibilities**

* To prepare individualised learning programmes in line with the needs of all students and Curriculum Area provision to deliver maximum added value.
* To regularly set, mark and feedback on work according to the College Quality Framework Strategy and Teaching & Learning Stand Out Strategy.
* To monitor and report on the progress of students especially through the review and reporting procedures as per the Quality Framework Structure.
* To communicate with all staff concerning the journey of all students.
* To attend parents’ consultation evenings, interview evenings and other similar College events.
* To prepare materials and attend Open Evenings/Weekends.
* To interview and recruit prospective students.
* To contribute to the preparation and delivery of the induction process.
* To set work to cover absence.
* To ensure internal and external assessments meet with examination standards, regulations and requirements and ensure examination entries are accurate for all accountable classes.
* To cover classes for absent colleagues according to contractual requirements as directed by the relevant Head of Learning and/or Programme Coordinator.
* To participate positively in the Appraisal Process.
* To maintain an up-to-date knowledge of curriculum developments in the relevant Curriculum Area and feedback on CPD attended.
* To attend and positively engage with all Curriculum Area meetings within contractual requirements.
* To participate in tracking, monitoring and recording (Promonitor) of student achievement according to Quality Framework Strategy.
* To encourage the positive behaviour of all students around the College and be active in establishing a healthy and professional environment promoting Teaching, Learning & Assessment.

**General Teacher Expectation**

* To participate in the Quality Framework Strategy: The Students Journey, of the College.
* Be fully aware of and comply with all College policies and procedures relating to Health & Safety, Safeguarding, Risk Management and Equality and Diversity and actively promote positive practice in this respect.
* Adhere to college systems and processes and security arrangements.
* To undertake such other duties as may be reasonably required, according to contractual requirements.
* Have an understanding that Safeguarding is a shared cross college responsibility. Taking ownership of embedding Safeguarding practices into remit as appropriate to the role held within the organisation.
* Participate in promotional events both within the College and possibly at other venues.
* Be flexible to meet deadlines in a challenging, multi-functional and multi-disciplined role.
* Deal with difficult people or circumstances in a professional and logical structure, aligned to policy, procedures and legislation. Engage positively with all members of the College.
* Manage and prioritise actions in relation to learner issues and concerns.
* Actively engage in CPD.
* Provide appropriate team support and cover when required.
* Maintain discretion and confidentiality as appropriate to the post. Always promote a positive image of the College internally and externally.

***4. Health and Safety***

The safety of students in classrooms, laboratories and other relevant learning environments is the responsibility of the teacher. This applies to all assistants who must be made aware of their responsibilities by a professional teacher.

A teacher is expected to:

* Know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own areas and to ensure that they are applied.
* Exercise effective supervision of learners and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the area.
* Give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough).
* Ensure that learners coats, bags etc. are safely stowed away.
* Integrate all relevant aspects of safety and risk assessment into the teaching process and, if necessary, give special lessons on safety.
* Follow safe working procedures personally.
* Provide protective clothing, guards, special safe working procedures etc. when necessary.
* Make recommendations on safety matters to the Head of Learning and/or Programme Coordinator.

**General**

* To actively promote the College’s Equality and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the Curriculum Area and staffing community appropriate to their role within the organisation.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require the post holder to undertake duties and responsibilities not stated within this job description. Where changes to a job description are identified and deemed necessary, it is the College’s aim to reach agreement on such changes with the post holder, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education & Training** |  |  |
| Degree qualified |  |  |
| Teaching qualification or working towards |  |  |
| **Experience which demonstrates:** |  |  |
| Expertise in the chosen Curriculum Area and knowledge of whole Study Programme |  |  |
| Further Education curriculum and employer engagement involvement |  |  |
| Participate in Curriculum Area meetings, team briefings, network groups and partnerships |  |  |
| Understanding of and capacity for meeting the needs of all students |  |  |
| Effective strategies to support working with all levels (1-3) |  |  |
| **Skills & Qualities** |  |  |
| Be capable of taking responsibility for multi functions involving students, resources and college events. |  |  |
| Be able to relate well to staff and students and judge the balance of support and pressure required to maximise achievement through appropriate support, guidance and policy usage. |  |  |
| An ability to keep up with developments in the Curriculum Area and advise on the future direction of curriculum and its methods of delivery |  |  |
| Be a creative and lateral thinker to promote college growth and enhance current business features. |  |  |
| Have the ability to communicate effectively at various levels internally and externally. |  |  |
| Have the ability to resolve student conflict and deal with criticism. |  |  |
| Have an aptitude for critical reflection and innovation. |  |  |
| Be able to ensure the integrity and coherence of agreed systems of student care, monitoring and reporting, Quality Assurance and management information. |  |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………