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**Job Description: Teacher of Law**

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**Post Description**

* 1. **Type of Post Teacher**
  2. **Grade MPG**
  3. **Department Business, Systems and Law**
  4. **Line Manager Head of Faculty**
  5. **Operational Managers Course Leader for Law, Head of BTEC**
  6. **Responsible for Line Management of: N/a**
  7. **Issue Date June 2017**

**Job Purpose**

You will provide excellent learning opportunities and effective and enthusiastic teaching to students in order to ensure that each student makes excellent progress meeting their full potential and successfully progressing on to the next stage of their education/training or employment.

You will support the Head of Faculty and Course Leader to ensure continuous quality improvement within the subject through the College’s quality assurance system and you will participate positively in the college’s performance review programmes.

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| **The information given within the Job Description is intended to provide the postholder, and college managers, with an understanding and appreciation of the workload of this particular post and its role within Bilborough College.**  **The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.**  **All college employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the college and its students.** |

**MAIN DUTIES AND RESPONSIBILITIES**

**Learning and Teaching**

1. To set high standards and expectations for students and establish good relationships which promote learning;
2. To set the learning in the context of what has gone before and make clear what it is intended to achieve;
3. To use a variety of teaching and learning strategies which are appropriate for the subject being studied to encourage all students in their learning;
4. To use a variety of approaches to ensure the interests of students are engaged and sustained;
5. To provide well structured activities at a pace and level which meets the needs of all students;
6. To adopt and encourage a positive attitude towards equality, diversity and inclusion and to ensure these values are reflected in learning and teaching;
7. To employ inclusive learning strategies; and adapt teaching to respond to the strengths and needs of all students;
8. To provide highly effective management of learning ensuring appropriate behaviour and standards are adhered to and a climate of mutual respect with students;
9. To reinforce learning effectively through the use of high quality learning materials and learning technologies;
10. To display sound knowledge and understanding of the subject area and enthusiasm to inspire students to learn;
11. To check regularly that learning has taken place;
12. To set homework in accordance with college policy;

1. To ensure that all students undertake independent learning and are given support where necessary to improve their skills and technique;
2. To assist the Course Leader in ensuring that up-to-date schemes of work are available for all courses/classes taught which provide a framework for learning and teaching.

**Monitoring and reporting student progress and achievement**

1. To assess academic performance in the light of previous achievement to measure and promote value-added;
2. To undertake regular reviews of student progress;
3. To mark, grade and provide constructive written/verbal feedback as required;
4. To keep a record of students’ progress and marks in all assessed work and to write reports to parents and for other staff when required;
5. To maintain accurate records of class attendance using the college’s management information systems and follow up student absence;
6. To communicate with parents/carers and attend parents’ consultation evenings as required.

**Contributing to the overall management of the College**

1. To work as directed by Heads of Faculty and Director of Curriculum, Quality and Systems to implement the College Strategic Plan and achieve its Mission;
2. To work in co-operation with staff throughout the College, particularly with the Head of Faculty, Course Leader and Director of Curriculum, Quality and Systems and teachers within the subject area;
3. To attend and contribute to curriculum team, faculty and staff meetings;
4. To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day;
5. To participate positively in the College appraisal and performance management scheme, including lesson observations;
6. To support, as required, the College’s liaison work with local schools and other partners;
7. To participate in appropriate in-service training opportunities for professional development;
8. To participate in college Open Days / Evenings as required and contribute to the production of publicity materials;

**GENERAL DUTIES AND PERSONAL RESPONSIBILITIES**

1. All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. As a member of teaching staff, the postholder will have unsupervised contact with students on a daily basis. All teachers are required to adhere to the college’s Safeguarding Policy and Procedure and the college’s Code of Practice on Physical Intervention between staff and students, and will also be trained in physical intervention techniques. All members of the teaching staff have an obligation to be aware of Child Protection issues and to act in accordance with these guidelines.
2. To work positively and inclusively with colleagues, students, parents/carers and other partners.
3. To carry out the responsibilities of the post with due regard to the College equality, diversity and inclusion policies.
4. To act in accordance with provisions of the College Staff Code of Conduct.
5. To abide by the College Data Protection Policy.
6. To use information technology systems as required, in compliance with the College IT Policy.
7. To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
8. a. To be responsible for own self-development on a continuous basis, including

undertaking/participating in development activities appropriate.

b. To effectively line manage and support any staff you are responsible for to ensure

good performance and quality of service for customers. This includes managing

the performance and development of staff in accordance with college guidance

and practice eg professional reviews / appraisal, induction and training and

development.

1. To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
2. To contribute to curriculum team, faculty and whole college activities and arrangements as appropriate and as directed by the line manager
3. To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

**Terms and Conditions – as detailed in the contract of employment**

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| **Person Specification:**  **Teacher of Law** | | Assessed at:  Shortlisting (S) Interview (I)  Both (SI) | | Weighting to show relative importance:  Low (1)  Medium (2)  High (3) |
| **A. SKILLS AND ABILITIES** | | | | |
| **Essential** | Ability to deliver A Level Law by demonstrating an up-to-date knowledge of the curriculum and subject | | SI | 3 |
| Ability to deliver BTEC Subsidiary Applied Law by demonstrating an up-to-date knowledge of teaching and assessment strategies | | SI | 3 |
| Ability to engage and motivate learners using a variety of learning and teaching techniques. | | SI | 3 |
| Excellent written and verbal communication skills | | SI | 3 |
| Ability to maintain excellent working relationships with students based on mutual respect that advance learning | | SI | 3 |
| Excellent organisational skills and an ability to plan and deliver your work within timescales | | I | 3 |
| Able to work effectively in a team supporting team members to achieve college objectives | | I | 3 |
| A positive approach to change | | I | 3 |
| A commitment to continuous professional and personal development | | I | 3 |
| Ability to use new technologies effectively to support enhanced teaching and learning | | I | 2 |
| B. EXPERIENCE AND KNOWLEDGE | | | | |
| **Essential** | Proven success of delivery on Level 3 programmes \*\* | | SI | 3 |
| Excellent knowledge of strategies to improve the quality of learning and teaching and raise standards | | I | 3 |
| Experience of using performance data in motivating and supporting students | | SI | 3 |
| A proven track record of supporting learners as individuals and developing independent learning | | I | 3 |
| An understanding of and commitment to the principles and practices of safeguarding and the Prevent Duty | | SI | 3 |
| A commitment to ensuring the promotion of equality, diversity and inclusion in learning and teaching | | SI | 3 |
| **Desirable** | Relevant industry/professional experience | | S | 1 |
| QUALIFICATIONS | | | | |
| **Essential** | Honours Degree or equivalent in a relevant subject | | S | 3 |
| \*\*Full teaching qualification (eg PGCE/DTLLS or equivalent) or working towards | | S | 3 |
| Good level 3 qualification | | S | 3 |

**NOTE -** if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview (if, at the time of the interview, references are not available, e.g. due to late receipt or not yet taken in accordance with the applicant’s request, any issues relating to references will be raised with the applicant at a later date as appropriate but prior to appointment).

\*\* The college welcomes applications from candidates currently on a PGCE course or equivalent or NQTs (newly qualified teachers).