BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title :** Teacher

**Department :** C STEM

**Reporting to :** Curriculum Leader

**Grade** T2

**Summary of the Post**

To work with Course Leader or manager and deliver on appropriate range of courses to learners using relevant teaching methodologies.

**Main Duties**

* To plan and prepare teaching in accordance with the curriculum needs of the College.

* To prepare teaching materials as required and as directed by a Course Leader or manager.
* To select appropriate materials from the range available.
* To assess work within their programmes in order to support student progress.
* To utilise methods and styles of support consistent with programme aims and learners’ personal goals.  
  + To provide cover in the absence of a colleague (where work has been set for the learners)
* To monitor individual learning plans for learners and contribute to their updating.
* To apply appropriate teaching and learning strategies which take account of individual learner needs.
  + To carry out initial assessment of learners to inform planning.
* To promote good working relations to foster learning
* To establish and maintain a learning environment that is appropriate to the

learner groups.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Participate in relevant and appropriate training and development as required.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Work collaboratively with the Lecturer in vocational area to ensure the needs of all the learners are met.
* Ensure full compliance with Department of Health and Safety requirements including complying with and enforcing the wearing of full PPE as appropriate
* Complete progress reports for learners in conjunction with the Lecturer/Curriculum Leader
* Provide progress updates as required by the Work Based Learning team for apprentices
* To report any equipment fault /defect in a timely manner to line manager
* Report all accidents, near misses or incidents in line with departmental procedures
* To comply with Awarding Organisations requirements for all qualifications offered
* To support the department to achieve agreed targets including retention, achievement, success and growth in learner numbers and income
* Support the vocational area with learner application and interviews as required
* Attend team and department meetings as required

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 - Teacher**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | Level 3 qualification in a relevant construction subject area.  Level 4 teaching qualification e.g. CTLLS (or willingness to achieve within a specified timescale)  Level 2/GCSE maths and English qualifications (C or above) | Internal Verifier Award  Level 5 Teaching qualification  Assessor awards (D32/33 or A1/2) | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | Minimum 3 years’ relevant experience. | Previous teaching experience key skills | Application Form  Interview  Performance of task/test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Possess good knowledge of the relevant industry.  Ability to train and assess students.  Ability to communicate at all levels. | Practical demonstration skills  Good Knowledge of National Industry Training Standards | Application Form  Interview  Performance of task/test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Motivational, positive and enthusiastic approach.  Ability to embrace change  Good Team working skills |  | Interview  Performance of task/test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Checking Service |