



TEACHER JOB DESCRIPTION

ABOUT CATS College CAMBRIDGE and CSVPA

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. Students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

You will teach students, supporting their learning to allow them to achieve the best possible outcomes. You will develop, deliver, and support the College's academic programmes in line with College standards and policies.

REPORTS TO

You will be directly responsible to your Head of Department. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

As a teacher, you should carry out your role to support the needs of the students you work with and the College in general.

As a subject teacher, you will:

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate strong subject and curriculum knowledge
- Plan and teach well-structured lessons based on departmental schemes of work
- Participate in arrangements for preparing students for external examinations
- Adapt teaching to respond to the strengths and needs of all students
- Set and mark homework promptly according to the College's policy
- Make accurate and productive use of assessment
- Write high quality reports as required by the College's policy on reporting to parents
- Manage behaviour effectively to ensure a good and safe learning environment
- Develop and maintain classroom and other learning environments
- Ensure that College policies on student attendance are enforced

As part of your wider role within the College, you will also:

- Act as personal tutor to a group of students
- Play a role in departmental planning and the development of resources
- Contribute to the College's PSHEE and associated programmes
- Contribute to the College's University and College access programmes
- Support the College's programme of trips and activities
- Participate in the College's induction programmes for new students



- Support the College welfare team by ensuring concerns are communicated and acted on
- Play a full part in your own professional development and that of colleagues
- Attend appropriate meetings and in-service training programmes
- Contribute to the development and implementation of the College's vision
- Communicate effectively with students, parents, colleagues and others
- Fulfil wider professional responsibilities
- Participate in the College's appraisal and performance management processes
- Undertake other appropriate tasks that the Principal may assign

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You will maintain standards of ethics and behaviour in and out of school.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the rights of others
- Maintain high standards of attendance and punctuality
- Generally be in College during the teaching day, except with agreement of your line manager
- Help to create and maintain a safe working environment for everyone
- Understand and act within the relevant College, national and statutory frameworks

PERSON SPECIFICATION

The job requires that you have:

- A good academic degree in a key curriculum subject area
- Effective time management skills
- Strong communication abilities
- Great interpersonal skills, both verbal and written
- Good levels of IT literacy
- Strong presentation skills
- Clarity of speech
- A calm and diplomatic approach

It also requires that you are:

- Passionate about your subject
- An advocate for cultural diversity and globalisation
- Willing to play a part in the wider life of the College
- A good team player, but also able to work autonomously
- Willing to accept additional responsibilities
- Good at prioritising conflicting demands
- Able to meet deadlines
- Neat, well-groomed and well-presented
- A strong role model for young people



CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

Commit

- Go the extra mile
- Follow-up & follow through

Act

- Take ownership
- Look for a solution

Respond

- Address issues positively
- Communicate proactively

Empathise

- Are active listeners
- Are respectful and value students, parents and other customers

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

