

Job Description: Subject Tutor	
College	Mander Portman Woodward (London)
Responsible to:	Head of Department, Faculty Head and the Principal
Annual appraisal:	Faculty Head and Head of Department
Main duties and responsibilities	<ul style="list-style-type: none"> • Student welfare: promoting and safeguarding the welfare of the students for whom you are responsible and with whom you come into contact. • Planning and implementation: preparing lessons in accordance with the departmental Scheme of Work, general college policies and relevant examination specifications; maintaining an up-to-date knowledge of your subject and the relevant means of assessment; assisting the Head of Department in the updating of departmental policies and curriculum planning. • Teaching: teaching students in accordance with their educational needs and the guidance provided in the staff handbook; using a variety of delivery methods which will stimulate and maximise quality of learning; assisting in the development of a range of teaching resources for use within the department; promoting the development of literacy, numeracy and ICT skills and an awareness of SMSC issues through curriculum delivery. • Assessment and examinations: homework and exam-based assignments must be set and marked in accordance with College policies and a permanent record of all marks given to individual students must be kept; monitoring the production of coursework at all levels to ensure that students receive all the assistance they are entitled to, that deadlines for submission are met and that the work is subsequently correctly assessed and moderated; liaising with the Head of Department to ensure students are entered for the correct examinations; assisting with the invigilation of exams. • References, reports and parental feedback: providing individual oral and written assessments, reports and references for all the students whom you teach; participating in parents' evenings. • Student recruitment: During term time you may be required on an occasional basis to assist with a student interview by providing advice about the suitability of particular courses for individual students.

Main duties and responsibilities
(continued)

- **Management information:** maintaining appropriate paper and computer-based records of attendance and assessment; completing relevant documentation relating to tracking of individual students, particularly those with Academic Support Programmes; using all the data available to inform teaching and learning; uploading of assignments on to the College intranet.
- **Resources:** assisting the Head of Department in the identification of resource needs and contributing to the efficient and effective use of resources.
- **Discipline:** maintaining discipline in accordance with the College's procedures and in particular enforce good practice with regard to attendance, punctuality, behaviour and standards of work.
- **Meetings:** participating in and contributing to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the College as a whole.
- **Staff training:** attending a formal three-day induction programme prior to the commencement of your normal teaching duties; participate in the College's staff development programme and informing senior managers of any particular trainings needs.
- **Health and Safety:** ensuring you and the students for whom you are responsible adhere to College policies regarding relevant health and safety regulations.
- **General:** reinforcing by appearance, general conduct and teaching the aims and values of the College as a whole; involvement in the extra-curricular aspects of College life.

This list is not intended to be exhaustive and you may be required to undertake other comparable duties as MPW requires from time to time.

Person Specification: Subject Tutor			
	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • A good first degree in a relevant discipline 	<ul style="list-style-type: none"> • Further subject-related qualifications • A recognised EAL qualification. • PGCE or other suitable teaching qualification. 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of dealing with young people aged 14+ preferably within an educational context 	<ul style="list-style-type: none"> • Recent experience of teaching the subject at the relevant level(s) 	Contents of the Application Form Professional references
Skills:	<ul style="list-style-type: none"> • An ability to be able to communicate effectively both orally and in writing. • An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of the subject. • An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines. 	<ul style="list-style-type: none"> • Good IT skills and an ability to use ICT to good effect in the classroom. 	Contents of the Application Form Interview Professional references
Knowledge:	<ul style="list-style-type: none"> • A strong knowledge of current EAL practices and curriculum initiatives. • An awareness of likely developments affecting the delivery of the subject at Key Stage 4 and post-16 levels. 	<ul style="list-style-type: none"> • Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision. 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for the subject(s) and a desire to communicate this to students. • Patience and perseverance. • A commitment to overcoming barriers to learning. • An ability to inspire confidence. • A positive attitude to maintaining student discipline. • An ability to strike a good professional rapport with students, staff and parents. • Being a positive role model 	<ul style="list-style-type: none"> • An interest in contributing to the extracurricular life of the College 	Contents of the Application Form Interview Professional references