**Job Description: Subject Tutor**

**Key focus: Improving Students’ Achievements**

All staff are expected to contribute to achievement of the single corporate objective of the College – Improving Students’ Achievements – and to the achievement of the College Mission:

*“to be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence”.*

In particular, staff are expected to value the contribution of individuals, and to promote positive self-esteem and equality of opportunity in all aspects of their work. Students should expect to enjoy their studies and be encouraged to develop an enthusiasm for their subjects, leading to an ability to become independent learners.

**A Teaching and the Promotion of Learning**

**Subject Tutors are required to be familiar with and to uphold the commitments described in the College Charter. In particular, Subject Tutors are required to:**

1. establish good relationships which promote the achievement of learning; 2. set the learning in the context of what has gone before and make it clear what it is

intended to achieve; 3. seek to ensure the interests of students are engaged and sustained; 4. choose a variety of teaching and learning approaches which are appropriate for the

subject being studied and encourage students to work on their own or in groups; 5. reinforce learning through the use of teaching and learning aids; 6. display sound knowledge and understanding of their subject area; 7. be committed to providing information or instructions clearly, at a pace and level which meets the needs of all students, regardless of age, race, ethnicity, nationality, disability, sexual orientation or religion; 8. check regularly that learning has been achieved.

**B Monitoring and reporting student progress and achievement**

**Subject Tutors are required to:**

1. assess academic performance in the light of previous achievement to enhance the

value-added results of the student; 2. undertake regular reviews of student progress and complete Statements of Progress

in line with College procedures; 3. maintain accurate records of class attendance using the College MIS (CRISTAL), and

follow up student absence; 4. attend parents’ consultation evenings as required.

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

**Subject Tutors are required to:**

1. work as directed by Senior/Curriculum Managers and Faculty Directors to implement the

College Strategic Plan and achieve its Mission; 2. work in co-operation with staff throughout the College, particularly with the Senior/Curriculum Manager, Faculty Director and members of the Student Services Team; 3. attend and contribute to curriculum team, Faculty and staff meetings; 4. participate in the organisation, delivery and assessment of various courses under the

leadership of the Senior/Curriculum Manager; 5. accept the shared responsibility of all colleagues for student discipline through collective

oversight of the College during the day; 6. participate in the College appraisal and performance management scheme; 7. participate in appropriate in-service training opportunities for professional

development; 8. observe the College no-smoking policy; 9. undertake such other duties as the Principal may reasonably required of a Subject Tutor

at College.

**Subject Tutor: person specification**

**Quality/skill sought Refs to job description**

**Possible sources of evidence** Degree in related subject discipline; secure knowledge and understanding of subject

A6 Essential Application form/

verifiable certification

Teaching qualification A4 Desirable Application form Enthusiasm for teaching subject

A3 Essential Letter/interview

Ability to teach subject to AS and A2

A6, A7 Essential Application form/

interview/references/ previous results (if available) Recent experience of teaching subject; evidence of dynamic and innovative practice

A4 Desirable Application form/ letter/references

Ability to engage with students, inspiring learning and promoting success

A1, A3, A7 Essential Application form/ letter/references

Competence in the use of IT

A5 Desirable Application form/interview

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Ability to contribute positively to teams; willingness to take an active role in the department

C2, C3, C4 Essential Application form/ letter/references

Ability to use initiative and to solve problems

C1, C3 Essential Application form/

references/interview Willingness to share ideas and develop resources cooperatively

C2 Essential Letter/references/interview

Ability to be adaptable and flexible

C1 Essential Application form/

letter/references/interview Resilience; ability to laugh and enjoy the job when the going gets tough

all Essential Application form/ letter/references

Effective inter-personal and communication skills

A1, B2, B4, C2 Essential Application form/letter/literacy

test Good awareness of equality and diversity issues

A7 Essential Application

form/references/interview Commitment to continuing professional development

C7 Essential Application form/interview

Masters degree or higher in related subject discipline or Education

C7 Desirable Application form/

verifiable certification

Experience of examining subject

A6 Desirable Application form

DBS check Essential

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