

JOB DESCRIPTION

JOB TITLE:	Teacher of BTEC Business Studies
STATUS:	Established
GRADE/SALARY:	T1 – T11 (£27,221 - £39,752 pro rata)
DEPARTMENT:	Sixth Form
WHOLE TIME EQUIVALENT:	Part Time 0.60
RESPONSIBLE TO:	Head of Department
CAMPUS:	Windsor
JOB PURPOSE:	To teach Level 3 BTEC Business Studies. To ensure high quality student learning through the most effective, efficient and economic use of the College's resources

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Effective delivery of a teaching programme within the areas of competence of the post holder paying due regard to student progression towards successful and value added completion.
2. Regular assessment of student progress and preparation of appropriate progress reports.
3. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results, progress reports.
4. Maintain student morale and discipline inside and outside 'the classroom' within the college site and in conjunction with College Management.
5. Keep abreast of Curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
6. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
7. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.
8. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the college.
9. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.

10. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
11. Develop and maintain links with industry/commerce within the overall framework of such links throughout the college.
12. Attendance at relevant parents/open evenings.
13. To play a proactive role in promoting the good name of Windsor Forest College Group at all times.
14. Develop existing and/or new courses together with other members of the team/s.
15. Undertake course co-ordination responsibilities when required.
16. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Child Protection Policy.
- The principles and procedures set out in the College's Safeguarding Policy.
- The principles and procedures set out in the Data Protection Policy

May 2019

PERSON SPECIFICATION

Teacher – BTEC Business

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Appropriate Degree (Please state this in your application form)	✓		AF
An endorsed Teaching qualification or a willingness to work towards (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form)	✓		AF
EXPERIENCE			
Recent experience of teaching BTEC Business	✓		AF / IV
Recent experience of teaching or interest in A Level Business Studies or other second subject		✓	AF / IV
Experience of providing pastoral support, preferably to students age 16-18.		✓	AF / IV
Ability to demonstrate successful experience in supporting learners to high achievement		✓	IV
SKILLS / KNOWLEDGE / ABILITIES			
Knowledge of recent developments in the teaching of Level 3 BTEC.	✓		AF/IV
The ability to inspire students and to deliver a high standard of teaching, learning and student support.	✓		IV
Ability to demonstrate a contribution towards the raising of retention and achievement for own programme/curriculum area.		✓	AF/IV
Possession of excellent interpersonal, organisational, communication and IT skills.	✓		IV
The ability to evaluate, reflect and continue to improve.		✓	IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All or some of the elements marked IV will be assessed at interview

All or some of the elements marked AF/IV will also be assessed at interview

May 2019