



## **Teacher/Head of Media & Film Studies**

### **Job Description**

#### **Purpose of the post**

To work with the Head of Department and the Vice Principal (Academic) in order to ensure that the highest academic, professional and ethical standards are maintained at all times.

#### **Personal Specification**

1. Qualifications: A good honours degree in an appropriate subject. *Desirable: Teaching qualification and/or other post graduate qualification*
2. Expertise and academic competence; the ability to seek, review and apply best practice. A minimum of two years' teaching experience for those without a teaching qualification. We accept applications from NQTs and provide a programme to support their Statutory Induction year at the college.
3. Personal effectiveness; good time management, ability to work under pressure and meet deadlines; good communication, presentation and planning skills.
4. Commitment; to on-going professional development and training to develop outstanding classroom practice.
5. To be able to engage with and be proficient in the use of technology.
6. Demonstrate a commitment to high quality teaching and learning by supporting initiatives within the Department.

Each teacher should always:

- set excellent standards of punctuality, speech and manner.
- dress in a professional manner.
- seek to make the classroom and college environment friendly and stimulating.
- issue instructions clearly and without ambiguity.
- listen to students and stimulate dialogue. Always seek to encourage students and never humiliate them.
- deal promptly with any aspect of student behaviour that is to the detriment of the development of other students in the group or the college as a whole.
- ensure that the classroom is always neat, tidy, safe and a pleasant place to work in, being attentive to the overall security of the college premises.

- Immediately report to a senior member of staff any sighting of unauthorised persons in the building.

### **Job Description**

Like all colleagues in college, the teacher is responsible for providing a friendly, stimulating and secure environment in which every student has the opportunity to develop academically, socially and personally.

With the guidance of the Head of Department, the Teacher is responsible for the complete and timely delivery of the subject syllabus, using a variety of teaching strategies to engage and challenge all students and meet their needs.

The Teacher is responsible for their **Students' Academic Progress** and has to:

- Ensure that students are taught in line with the examination specification.
- Adhere to the departmental scheme of work.
- Keep records of the students' attendance in lessons.
- Follow the guidelines for:
  1. high quality teaching as defined in the handbook
  2. setting, marking and assessing work as stated in the staff handbook
  3. use of resources; checking of student files; learning support; use of ICT; health and safety procedures
  4. classroom management as defined in the department's classroom management and discipline policy
- Implement any recommendations for improvement in teaching or administration that are made by subject leaders or senior members of staff
- Attend in-service training and classroom observation plus feedback sessions as requested by the Head of Department
- Ensure that coursework deadlines and internal and external exam arrangements are clearly communicated to students

### **Students' welfare**

- be vigilant for the appearance of welfare/conduct problems (attendance, punctuality, appearance, mood etc.) and inform the relevant Tutor and Housemaster/Housemistress.
- Hours of Work: 8.30am to 5.00pm Monday to Friday.

*DLD College is an equal opportunities employer and values diversity. DLD College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate checks including an enhanced Disclosure and Barring Service (DBS) check as well as providing proof of your right to work in the UK.*

