LSC
leyton sixth form college
SUCCESS
AT A CARING COLLEGE

JOB DESCRIPTION

Job title: Teacher of Biology

Reports to: Programme Manager – Science
Assistant Programme Manager - Biology

Salary: Sixth Form Colleges Main Pay Scale £22,937 - £40,872 per annum including London weighting (including London weighting)

Main responsibilities:

- Teach and be responsible for the full delivery of A level Biology and vocational Science courses, ensuring a high quality learning experience for all students.
- Deliver and contribute to the organisation and development of the curriculum offer within the subject area
- Prepare schemes of work, induction materials, lesson plans, course delivery details and assessment procedures.
- Identify at risk students and develop strategies to assist their learning
- Comply with the agreed quality assurance measures of the programme area and the college with the aim of maximising the achievement and progression of all students
- Participate actively in all aspects of the work, and contribute to the smooth running, of the programme area
- Fully participate in and contribute to the pastoral support programmes of the college, as well as take on the role of Tutor
- Participate in marketing activities and liaison with feeder schools
- Work within the requirements of the programme area self-assessment report (SAR) and operational plan, which reflects the college strategic plan at programme area level
- Implement e-learning strategies to support a variety of teaching and learning styles
- Maintain all appropriate records and produce reports as requested
- Develop and utilise information and learning technology in the curriculum
- Participate in programme area meetings in accordance with course requirements

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' that reflects the college's operational aims and objectives.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children initiatives and undertake training as required.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Comply with health and safety regulations associated with the post and employment at the college.
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other Information

Terms and conditions: The Sixth Form Colleges' Association (SFCA)

Contract/Hours: This is a full time permanent post.

Person Specification – Teacher of Biology

Criteria for Selection	Essential	Desirable
Qualifications	• Graduate status or equivalent and/or substantial experience in the relevant subject area. • PGCE or equivalent	
Experience	• Post-graduate teacher/FE training or experience in teaching. • Experience of student assessment	• Experience of internal verification
Skills and Abilities	• Excellent communication skills, both oral and written • Good organisational and administration skills • Ability to work collaboratively with others and also work effectively within a team • Good classroom management • Ability to assess, record and report student achievement • Ability to prioritise and work to deadlines. • IT skills relevant to teaching courses within the programme area	• Evidence of continued personal development (CPD)
Specialist Knowledge	• A level Biology • BTEC Level 3 Extended Diploma Applied Science • Level 2 Cambridge Technical Diploma Science • Awareness of needs of students in Post-16 education and developments within this sector • Understanding of the importance of an effective pastoral system.	
Other Requirements	• Awareness and commitment to equality and diversity, health and safety and safeguarding.	