

ROLE DESCRIPTION

ROLE TITLE: Teacher of Graphics

REPORTING TO: Head of Department

LOCATION: Franklin College, Grimsby

APPOINTMENT TYPE: Teaching post. Full-time (1.0 FTE). Maternity Cover
Fixed term for 6 months, reviewed monthly.

DATE: January 2019

ROLE PURPOSE:

The post-holder will report to the Head of Department for the curriculum area, and will be responsible for the planning, development and successful delivery of teaching and learning within the curriculum area.

DIMENSIONS:

None

Budget responsibility: Not Applicable

MAIN DUTIES AND RESPONSIBILITIES

Teaching Responsibility

1. To develop and deliver teaching and learning to meet student needs effectively and efficiently and thereby raise student participation and achievement.
2. Planning and preparation of courses and lessons within the course scheme of work.
3. Teaching according to the educational needs of learners assigned to classes, including the setting and the timely marking of work according to the scheme of work, the course assessment plan and working within College Guidelines to maximise learner achievement.

4. The monitoring and reporting of learner performance including reporting and follow-up of learner attendance (both on-programme and end of programme review).
5. Contribution to Course Development, Liaison in Partner Schools and the Community, Resource Management and Quality Assurance.

In these roles and tasks the course tutor is responsible to the relevant Head of Department.

Course Leadership Responsibility

All Course Tutors will be allocated full or part course leadership, as appropriate to support the effective management of learning across the College. Course leadership may involve the following:

Course Development:

6. Development planning, assessment of accreditation options, resourcing, schemes of work, student course guides, student assessment plan, key skills development and assessment (as appropriate).

Liaison in Partner Schools and the Community

7. Course promotion materials; open evenings; workshops for partner schools and student induction.

Resource Management

8. Timetabling, resource bidding, purchasing and deployment, health and safety in the learning environment.
9. Management and support for technical support staff.

Quality Assurance and Monitoring of Student Performance

10. Annual course self-assessment report (includes: assessment of student perception and annual review of recruitment, retention and achievement including value added assessment and monitoring of action plans).
11. Liaison with the examinations team with examination entries and assessment materials and information, e.g., project assessment, estimated grades for students.
12. Student performance indicators and student reviews.
13. Direct liaison with parents / guardians when appropriate.

In these roles and tasks the Course Tutor is responsible to the relevant Head of Department.

Whole College Responsibility (Membership of Teams / Task Groups)

The post holder will be expected to involve themselves in appropriate whole college teams.

In this work the post holder will report to the team leader.

Other Responsibilities

14. To ensure healthy and safe activities within courses
15. To ensure that college procedures for Welfare Health and Safety as stated in the college policy are correctly carried out in the curriculum area.
16. Contribute to safeguarding and PREVENT at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
17. Work to promote and contribute to the College's Equal Opportunities Policy.
18. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College
19. Such other tasks directed by the Principal as may be necessary to ensure the continuing development of systems and service.

The post holder will be paid on the Sixth Form Colleges Teachers Pay Spine, NSP 1-9; currently £23,396 - £38,748 (depending on experience) per annum for a full-time equivalent.

January 2019

Person Specification

	Essential	Desirable	Application	Interview	Teaching Task	Other (if reqd)
Qualifications						
Good degree in the specific subject or related area	✓		✓			
PGCE/QTS or other teaching qualification (including School Direct training)	✓		✓			
Experience						
Teaching experience, either in post or as a trainee/student teacher	✓		✓		✓	
Extra-curricular activities to enhance learning		✓	✓	✓		
Pastoral support to support achievement		✓	✓	✓		
Skills and Knowledge						
Strong interpersonal and communication skills	✓			✓	✓	✓
Planned creative, innovative and varied delivery of teaching, learning and assessment	✓			✓	✓	✓
Development of imaginative and stimulating teaching, learning and display materials		✓			✓	
Effective organisational and administrative skills		✓		✓	✓	
Adaptation of Teaching, Learning and Assessment to respond the strengths and needs of all students		✓		✓	✓	
Knowledge and understanding of how students learn and how this impacts on teaching, learning and assessment.	✓			✓	✓	
Promotion of, and accountability for, student progress and achievement	✓			✓		
Compliance with H&S, Equality and Safeguarding and PREVENT legislation	✓			✓		
Safeguarding of students' well-being	✓			✓		
Effective ICT skills		✓			✓	
Attitude and impact						
Positive, enthusiastic, 'can do' attitude	✓			✓	✓	
Ability to work on own initiative and as a member of a team	✓			✓		

High expectations which inspire, motivate and challenge	✓			✓	✓	
Keen to improve self and others by participating in continuing professional development	✓		✓	✓		
Makes a positive contribution to the wider life and ethos of the College	✓			✓		
Always acts in a fair, unbiased and ethical way	✓			✓		
Flexible and adaptable approach to work	✓			✓		