



JOB DESCRIPTION

| | |
|------------------------|--|
| <u>Post Title:</u> | Teacher of BTEC ICT Level 3 |
| <u>Post Details</u> | Full Time Maternity Leave Cover |
| <u>Purpose:</u> | <p>To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development.</p> <p>To be a personal tutor and to undertake tutorial duties in accordance with college policy.</p> <p>To monitor and support the overall progress and development of students as a teacher within the academic and tutorial structure.</p> |
| <u>Responsible to:</u> | The Principal through the Head of Faculty, Head of Department and Head of Hall. |
| <u>Liaising with:</u> | Relevant staff with cross college responsibilities, eg. Additional Learning Support staff, teachers within the department and faculty, Personal Tutors, Lead Tutors and support staff. |

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake the assessment of students' work in conjunction with the Department's Assessment Policy.

Operational/Strategic Planning

- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To actively monitor and follow up student absences and withdrawals.
- To implement College Policies and Procedures eg. Equality and Diversity, Safeguarding, Health and Safety etc.
- To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.

- To contribute to departmental trips, including planning activities and attending events as appropriate.
- In conjunction with the Head of Department, to foster the application of IT in the curriculum, including the development of materials for independent learning.
- To implement Health and Safety policies and practices.

Curriculum Provision and Development

- To contribute to the development and delivery of the subject.
- To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students.
- To contribute to the development of Key Skills in the subject area.
- To potentially be able to aid delivery of the subject area at GCSE level at a Catholic partnership school.
- To be willing to contribute to the 14-19 provision.

Context

The Faculty for Science and Mathematics comprises a total of seven departments (Maths, Biology, Chemistry, Physics, Economics, Computing and Sport). Each area has a distinct and readily recognisable character while all seem to deliver the distinctive mission so important to Loreto College staff and students.

The Computing department occupies the top floor of the Ellis and Kennedy building with all classrooms fully kitted out with high speed computers and one central interactive TV with large whiteboards. We are in the incredibly pleasing position having high student numbers.

The Computing A-level team works alongside the BTEC ICT teams who deliver Extended Diploma, Subsidiary Diploma and the level 2 Diploma programmes.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To contribute to the Professional Development Review system.
- To attend all appropriate MANCEP (Catholic Partnership) meetings.

Deployment of Staff

- To ensure that appropriate arrangements for classes are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.

- To contribute to the College's procedures for lesson observation, including work scrutiny.
- To implement College quality procedures, especially through contribution to the self-assessment process
- To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to the internal verification system where appropriate in the curriculum area.

College Information and Administration

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data, especially through use of the electronic markbook.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of the practical exams and other external assessments.

Communications

- To ensure familiarity with the department's aims and objectives.
- To ensure effective communication/consultation as appropriate with parents of students.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities which include the delivery of 'Master classes' to feeder schools
- To interview prospective students.
- To link with external agencies as appropriate.
- To contribute to the department's collection of data on destinations.

Management of Resources

- To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.

Student Support

- To monitor and support the progress and development of students.
- To monitor student attendance with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.

- Willingness to write UCAS and employment references for students.

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties, the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

PERSON SPECIFICATION: TEACHER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

| | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|------------------------|
| Experience | | | |
| Evidence of good teaching of the subject area. | ✓ | | Application, Interview |
| Evidence of good teaching of the subject area at GCE Advanced level as appropriate, or GCSE for relevant posts. | | ✓ | Application, Interview |
| Evidence of consistent/outstanding teaching grades as appropriate | ✓ | | Application, Interview |
| Evidence of high levels of student satisfaction as appropriate | ✓ | | Application, Interview |
| Skills and Knowledge | | | |
| Excellent standards of literacy and numeracy | ✓ | | Application, Interview |
| Ability to create high quality materials to use within the department and to use departmental resources and materials effectively | ✓ | | Interview |
| Competent at preparing equipment for the effective delivery of practical sessions | ✓ | | Interview |
| Willingness to prepare candidates with exceptional skill, dedication and altruism | ✓ | | Interview |
| Ability to work with and motivate students | ✓ | | Interview |
| Ability to work with other staff as a team | ✓ | | Interview |
| Excellent organisational and administrative skills | ✓ | | Interview |
| Excellent communication and listening skills | ✓ | | Interview |
| A clear understanding of developments in post-16 education | ✓ | | Application, Interview |
| Ability to meet deadlines | ✓ | | Interview |
| Evidence of commitment to Continuous Professional Development | ✓ | | Application, Interview |
| Up to date knowledge of the subject area. | ✓ | | Application, Interview |
| Familiarity with Microsoft Office (Word, PowerPoint, Excel, Access) | | ✓ | Application, Interview |
| Ability to use the Internet | | ✓ | Interview |
| Ability to teach a second subject | | ✓ | Application, Interview |
| Qualifications | | | |
| A relevant degree level qualification or equivalent in an appropriate subject. | ✓ | | Application, Interview |
| A teaching qualification | ✓ | | Application, Interview |
| Attitude and Impact | | | |
| Positive and Enthusiastic | ✓ | | Interview |
| Willingness to take and follow advice from line managers, with regard to teaching and learning strategies, use of resources and classroom management | ✓ | | Interview |
| Willingness to support departmental trips | ✓ | | Interview |
| A positive attitude to IT and a willingness to learn to use digital resources effectively | ✓ | | Interview |
| Smart in appearance and manner | ✓ | | Interview |
| Flexibility and a readiness to undertake a wide range of tasks | ✓ | | Interview |
| Personal | | | |
| Practising Catholic (for Theology/RE posts only) * | ✓ | | Application, Interview |
| Enhanced DBS Clearance # | ✓ | | Pre-employment check |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK) | ✓ | | Application, Interview |
| The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. | | | |
| * In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Equality Act 2010. | | | |
| # to follow an initial offer of employment | | | |

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Teacher of BTEC ICT Level 3

| | |
|--|--|
| Start Date | February 2020 |
| Closing date | Closing date for receipt of applications 10.00am on Friday 24 th January 2020. We will not be able to accept applications after this date, except in exceptional circumstances. |
| Salary | Salary is based on Sixth Form Colleges' Association Teachers' pay spine from Points 1-9 (£24,098 - £39,329), depending on experience. |
| Interview date | It is anticipated that interviews will be held week commencing 27 th January 2020 and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview. |
| Payment | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise. |
| Pension Scheme | You will automatically become a member of the Teachers' Pension Scheme (unless you opt-out). Further details are available at www.teacherspensions.co.uk . |
| DBS Clearance and safeguarding checks | Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check. |
| Rehabilitation of Offenders Act 1974 | <p>The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p> |