

## **Job Description**

**Title:** Subject Teacher

**Line Manager:** Director of Department

**Key Role:** To provide a high quality teaching and learning environment in which students can achieve their full potential and are prepared in the best possible way for external assessments and examinations.

### **MAIN RESPONSIBILITIES:**

- To keep up-to-date with relevant curriculum developments and with the information on syllabuses, moderation and assessment.
- To adopt appropriate and varied teaching and learning strategies, including differentiation of work for students with different needs.
- To take positive steps to get to know the individual strengths and weaknesses of the students in each group to enable learning to be achieved more effectively.
- To assist in the development of schemes of learning including the development of teaching materials.
- To consult their line manager and make suggestions regarding textbooks, stationery, equipment, IT software and other resources available within the appropriate area.
- To conform with internal assessment policies on homework, marking, recording and reviewing and adhere to all examination board regulations.
- To ensure the completion of target grade data and summary reviews by the calendared deadlines.
- To review student performance against their target grade and adjust support and offer challenge as appropriate.
- To enter a dialogue with each student about their progress and the actions needed to improve.
- To consult with the subject leader if a student continues to perform below target grade.
- To ensure that the student work is promptly marked and that an up to date online record of weekly homework and assessment grades is kept.
- To complete and record attendance at every lesson according to College Policy.
- To use the appropriate referral systems and procedures when a student is having difficulty with work in spite of help offered, has a poor attendance record, is negligent, unpunctual, hands in work late or not at all.
- To follow the college procedure on setting work for classes when absent from college.
- To attend appropriate calendared meetings.
- To attend Parents' Evenings, Open Evenings and similar directed events.
- To participate in professional development activities, including subject updating and wider relevant curriculum developments.
- To participate in the College's Appraisal System. This may include their responsibility and role within the area and setting and reviewing agreed targets on an annual basis / reflecting college objectives and curriculum targets / aims.
- To participate in the induction and mentoring of new staff.
- To take part in college Quality Assurance procedures, such as course reviews, IQRs, setting and monitoring of individual targets for students and courses.

- To contribute to the achievement of course targets for retention and achievement, including added value.
- To participate in a review of student evaluation data on teaching and learning.
- To implement strategies identified in appropriate development plans.
- To participate in peer observation procedures.
- To compile subject references for UCAS and job applications.
- To provide information and advice on progression within the subject in conjunction with the careers department and Tutor / Student Progress Manager.
- To contribute to marketing of the subject through a presence at Open Evenings, Introductory Days and Enrolment.
- To provide enrichment opportunities.
- To implement the College's Strategic Plan in relation to the teaching area.

***General:***

- To carry out the professional duties of any subject teacher (see Appendix 4 of the SFCEF Teacher Handbook).
- To participate in the College's Performance Management system.
- To promote and ensure compliance with all college policies and procedures. In particular, to ensure equality of opportunity and the effective application of health and safety procedures.
- Any other duties required by the Principal, which are reasonable within the purview of the post.

## PERSON SPECIFICATION FOR A SUBJECT TEACHER

	Essential	Desirable	Method of assessment A - Application I - Interview
<b>QUALIFICATIONS / TRAINING</b>			
▪ Recognised relevant degree	✓		A
▪ Full Teaching qualification or working towards	✓		A
<b>EXPERIENCE</b>			
• Teaching young people in 16-19 age range		✓	A
• Successful teaching career/potential to have successful teaching career	✓		A & I
• Good classroom and behaviour management	✓		A & I
• IT literate		✓	A & I
<b>KNOWLEDGE SKILLS &amp; ABILITIES</b>			
• Demonstrating a commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓		I
▪ Good knowledge of subject	✓		I
▪ Ability and willingness to contribute to other subject areas		✓	A & I
▪ Providing guidance and support to students in academic and personal matters	✓		I
▪ Working well as part of a team	✓		I
▪ A commitment to learner-centred teaching and learning	✓		I
▪ A commitment to active teaching and learning	✓		I
▪ A commitment to quality assurance and continuous improvement	✓		I
▪ Excellent communication skills	✓		A & I
▪ Strong presentation skills	✓		A
▪ An energetic and enthusiastic approach to teaching	✓		I
▪ Ability to inspire students in their learning		✓	I
<b>BELIEFS AND VALUES</b>			
▪ Have a passion for teaching		✓	A & I
▪ Commitment to diversity and equality of opportunity	✓		A & I
▪ Sharing the values of Barton Peveril College		✓	A & I
▪ Commitment to continuous professional development	✓		A & I
▪ Willingness to contribute to the broader life of the College		✓	A & I

In addition to assessing the candidates' ability to perform the duties & responsibilities associated with the post, the interview will also explore issues relating to safeguarding & promoting the welfare of the students.

Teaching is a demanding career and teachers have a duty of care to their students. This is why the health and physical fitness of teaching staff are important factors, alongside their education and their ability to safeguard students when deciding on an individual's suitability for a teaching post.

**N.B. Applicants with a disability should not be deterred from applying; we welcome applications from disabled people whatever their impairment and will make reasonable adjustments both at interview and on appointment. You are encouraged to discuss what adjustments would be necessary.**