

Post Title: Teacher

Pay Scale: Points 1-9 on Teacher pay scale

Reporting to: Curriculum Manager

Job Summary: To deliver high quality courses and successful learning outcomes for students.

Key Responsibilities

- Teaching and tutoring groups at all levels and across the range of courses offered within the curriculum area.
- Motivating students of all abilities to achieve their potential.
- Preparing detailed schemes of work and course materials to support student learning.
- Undertaking the internal assessment of coursework of those students entered for qualification, as required by the awarding boards involved.
- Encouraging independent learning through the setting of appropriate homework tasks.
- To promote and support the safeguarding and welfare of children and vulnerable adults you come into contact with.
- Ensuring all students are treated fairly, without discrimination and promoting diversity
- Providing regular, frequent and constructive feedback to students on their progress.
- Maintaining records of student progress.
- Promoting the maintenance of acceptable standards of conduct of students.
- Undertaking the completion of class registers and other administrative tasks, ensuring absences and lateness are accounted for and taking appropriate action where they are not, in accordance with the procedures in the staff handbook.
- Undertaking the compilation of records of achievement and references on pupils, as required.
- Following the College quality procedures
- Contributing as required to the Enrichment Programme including Careers and Recreational Activities offered by the College.
- Contributing to course/curriculum/learning area teams in curriculum development and liaison activities.

- Participating, as required, in meetings with colleagues
- Any other duties/responsibilities which are reasonably requested within the purview of the post.
- Work within the framework provided by College Policies e.g. Equal Opportunities, Quality, ICT and Health & Safety.
- Responsible for providing information to College Information Systems in the required format.

ITCHEN COLLEGE

PERSONAL SPECIFICATION

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	Essential	Desirable
Qualifications	Education to degree level or equivalent Recognised teaching qualification	Relevant degree
Experience	Recent experience of teaching (subject) in a school/college or relevant industry experience.	Tutoring experience
Personal Skills	- Effective teacher - Good communication skills with both staff and students - Enthusiasm and commitment to subject - Good organisational, planning and administrative skills - Ability to form good working relationships with students and colleagues - To be innovative, and to show a willingness to keep-up-to-date - Willingness and ability to teach at all levels and across the range of courses offered in the Curriculum Area. - Ability to work to deadlines	
Technical Skills	Ability to use ILT in teaching	