

## **Teacher – Job Description**

<b>Job Purpose</b>	<b>To ensure that students have a rewarding and challenging experience whilst developing to their full potential and ensuring maximising results for each.</b>
<b>Salary Grade:</b>	<b>Point 1 - 9</b>
<b>Salary:</b>	<b>Between £23,396 to £38,748</b>
<b>Appointment:</b>	<b>Permanent</b>

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Plan, prepare and deliver activities that facilitate active learning
2. Seek to establish conditions in which students will achieve their maximum potential
3. Produce schemes of work and class files
4. Establish and communicate clear objectives for all learning activities
5. Provide a variety of learning materials and resources
6. Identify and select different resources and methods to meet students' varying needs
7. Instruct and monitor students in the use of learning materials and equipment
8. Use relevant technology to support the process of learning
9. Observe and evaluate student's performance and development (including module results)
10. Assign and grade class work, homework, tests and assignments
11. Provide appropriate feedback on work
12. Encourage and monitor the progress of individual students
13. Maintain accurate and complete records of students' progress and development using Pro-monitor
14. Prepare required reports and references for students
15. Manage student behaviour in the classroom (including punctuality)
16. Ensure class register is complete and that any attendance issues are promptly reported

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17. Follow procedures as appropriate to communicate concerns about individual students
18. Identify particular additional needs and communicate these promptly
19. Participate in meetings as required
20. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to plans and activities
21. To reflect upon and evaluate one's own performance, take part in the performance review processes and undertake training as appropriate
22. To be familiar with college policies and procedures, including child protection
23. To ensure the learning environment is attractive and fit for purpose
24. To plan and participate in the recruitment processes for prospective students
25. To ensure accurate information is communicated to MIS for examination entries
26. To make suitable provision for students identified as requiring ALS
27. Maintain adequate security precautions for all department property
28. Observance of all relevant COSHH and health and safety regulations
29. To contribute to the overall work of the subject within the college, including open evenings, field trips, enhancement programmes and extra-curricular activities as appropriate
30. Teachers are expected to have regard to any relevant college policies.

## PERSON SPECIFICATION

### Essential

- A degree in the relevant subject area
- A recognised and appropriate teaching qualification (PGCE or equivalent)
- Demonstrable experience of delivering excellent teaching and learning practices at Alevel standard
- Ability to relate to and communicate with 16-19 years old students from a wide range of cultural and socio-economic backgrounds in a sensitive and responsive manner.
- Ability to work with students of mixed ability
- Proven ability to work to deadlines
- Excellent self-motivation and initiative
- Well organised
- Willingness to contribute to the development work of the department
- A commitment to the positive encouragement of students and to the expectation of high standards

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- The ability to work as part of a team and a commitment to share the responsibility for all aspects of development of the department
- Knowledge and experience of a range of different teaching styles.

**Desirable**

- Previous experience of teaching at BTEC/CTEC L2 is desirable, but NQTs and direct graduates are encouraged to apply.
- Up to date knowledge of innovative approaches.

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