REIGATE COLLEGE

Job Description for a Trainee Teacher of Biology

Name

Responsible to **Head of Biology**

Job Purpose **Teaching and development of Biology in the College**

Job Responsibilities

1 To work with those teaching within the Department to create an environment in which the aims of the Department, Faculty and College can be achieved.

2 To attend regularly meetings of the Department and, when requested, the Faculty, to enable issues relating to the Department, Faculty and College to be discussed.

3 To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.

4 To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.

5 To assist with, and promote,

i) the Department's contribution to the cross-curricular work in the College;

ii) the opportunities offered by the Department to students not taking an examination course;

iii) the use of ICT in classroom teaching and learning.

6 To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.

7 To assist in managing effectively and efficiently the physical resources of the Department. In particular, to

i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use;

ii) suggest suitable items for departmental expenditure;

iii) observe the College's health and safety policies and encourage safe working practices.

8 To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with Principal/Senior Tutors, and parents, where appropriate.

9 To assist with the organisation of work experience as required.

10 To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.

11 To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

12 To assist with organisation and accompany students on, educational visits which may include overseas, residential trips.

13 To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, ALIS and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.

14 When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.

15 If required, to be a personal tutor and, subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to a Pastoral Director/Senior Tutor.

16 When necessary, to attend for duty at places other than the College's sites.

17 To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

(It should be noted that this is a standard teacher's job description. Naturally, account will be taken of the fact that the postholder is a trainee when allocating duties within this job description – please don't be put off!!)

Signature: Date:
Post Holder

Signature: Date:
Head of Department

Person Specification

The person appointed will be expected to have:

1. An understanding and support for the ethos of the College and a broadness of vision, which will enable her/him to contribute to policy making across the College.

2. A sound knowledge of the 16 – 19 curriculum and an awareness of the needs of students in this age range.

3. Appropriate qualifications in Biology.

4. The ability and willingness to teach Biology to students up to A Level or equivalent.

5. The ability, and willingness, to offer a second subject, if so required.

6. Good interpersonal, organisational and IT skills.

7. A proven track record of success as a teacher, as exemplified by good examination results; for NQT's evidence should consist of an outstanding placement reference particularly with regard to the standard of teaching and learning.

8. The ability, and willingness, to participate in curriculum planning, coursework design and moderation.

9. The ability to work with multiple line managers if working with more than one department.

10. Commitment, enthusiasm and flexibility in their approach to the subject and the ability to work well as part of a team.

11. The ability to stay positive and meet deadlines even when working under pressure.

12. An awareness of the need for personal development, both as a member of a team and as an individual.

13. Evidence of a commitment to equality of rights and opportunities.

14. Develop and maintain professional, productive relationships with all members of staff within the College.

15. Understand the College's Health and Safety Policy and to work within its guidelines.

16. Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.