Job Description

Post:	**Teacher**
Salary Grade:	**Salary ranges from Points 1 to 9 of the Sixth Form Colleges pay scale.**
Responsible to:	**Head of HE, Access and Professional**
Responsible for:	**Teaching on programmes up to level 5**

Key Purpose:

1	To deliver up to level 5 as required by CM in the curriculum area.
2	To participate in all enrichment and extra-curricular activities as required by CM
3	It is desirable that the teacher can also deliver another subject within another curriculum area.

Responsibilities:

1	Participate in key College processes as required e.g. enrolment
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
3	To work flexibly in the interests of the organisation as required
4	To participate in appraisal and to undertake staff development activities as appropriate
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To teach related courses in accordance with the college timetable.
b	To support students in their learning.
c	To assess students' progress and maintain accurate records of students' achievements.
d	To provide accurate reports and information to others as required by college quality assurance procedures.
e	Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard.

f	Provide schemes of work by which the curriculum will be delivered.
g	Provide books, materials and facilities within budget allocated.
h	Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.
i	Prepare internal assessments, ensure that marking is consistent with that throughout the department and provide related statistics and comments on performance for the Curriculum Manager.
j	Be aware of developments in your subject in High Schools and keep High Schools informed of courses here, taking part in liaison and recruitment activities both in College and High Schools.
k	Co-operate and liaise with other departments as and when required
l	Carry out other routine and ad hoc administrative tasks as directed by the Curriculum Manager/Principal.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Teacher

Qualification	**Essential** 1. Appropriate related honours degree. 2. Teaching Qualification (e.g. PGCE). 3. Training to include experience of Year 12 and/or 13 teaching and HE (for trainee teachers).	**Evidence** Application	**Desirable** a. A good honours degree in a related discipline (2:1 or 1st)	Application / Certificate
Experience	4. Ability to teach up to level 5. 5. Ability to contribute to the teaching of a level 3 BTEC.		**b.** Proven record of teaching advanced levels. c. Proven record of teaching a level 3 or level 2 BTEC course.	Application & Microteach
Skills / Qualities	6. Ability to motivate students will differing abilities and needs. 7. Ability to effectively monitor student attainment and use data to improve performance. 8. Excellent communication, interpersonal and organisational skills. 9. Ability to meet all deadlines.	Application/ Interview Application/ Interview Application/ Interview	**d.** Knowledge and experience of the personalised learning agenda. **e.** Proven record of use of assessment for learning strategies.	Application, Interview, Microteach & References (taken on acceptance)
Attributes	10. A willingness to contribute to departmental enrichment activities. 11. Be able to contribute to the preparation of Oxbridge/Russell group candidates.	Application/ Interview	**f.** Previous experience of running clubs or extra-curricular activities. **g.** Experience of University application procedures and support of Oxbridge	Application & Interview

	12. A commitment to high standards of student attendance, punctuality and attainment. 13. Ability to take responsibility for promoting and safeguarding the welfare of the young people you are responsible for, or come into contact with. 14. A willingness to perform the role of a personal tutor. **15.** Wholehearted dedication to getting the best results for every student. **16.** Dynamic, positive and forward thinking 17. Ability to work under pressure whilst maintaining accuracy and effective outcomes. 18. Enjoy working with young people. 19. Ability to work on own initiative. 20. Flexible team player. 21. Willingness to learn new skills 22. High expectations of self and others		candidates. **h.** Proven strategies for improving and maintaining high student achievement, attendance and punctuality. **i.** Experience of participating in a team which has successfully introduced a new course	Application, Interview & Microteach