

JOB DESCRIPTION

JOB TITLE	AS and A Level Electronics Teacher (Fixed Two Term Contract or negotiable up to Summer 2021)
DEPARTMENT	Faculty of Science and Technology
BUSINESS UNIT	Welbeck Defence Sixth Form College
RESPONSIBLE TO	1) Head of Science and Technology Faculty 2) Vice Principal (Academic)
RESPONSIBLE FOR	No line management responsibility

1. SCOPE

The primary responsibility of the Teacher is to deliver Electronics to AS and A-2 level students for a two term fixed term contract or negotiable up to Summer 2021.

2. SPECIFIC DUTIES

- To teach Electronics at AS and A-Level
- To motivate, encourage and develop qualities of independence, adaptability and perseverance in students
- Producing lesson plans and other departmental documentation as required
- Shared responsibility for identifying appropriate materials required for the resourcing of the department
- Maintenance of classroom area and production of appropriate display materials
- Planning, administering and marking students' work
- Writing reports on a regular basis and liaising as appropriate with parents
- Attending Science and Technology Faculty meetings
- Acting as tutor to a group of up to 18 students
- Keep up to date with best practice in the teaching of Electronics
- Undertake any other reasonable duties assigned by the Principal
- Participate in college day and evening duties. (Boarding House Duties - one evening per week 5 pm – 9 pm)
- Organise effective planning, coordination and monitoring of all curriculum matters relevant to the subject area
- Be aware of the needs and reactions of young adolescents in a residential situation
- Contribute to extra curricular life of the college
- Assist with games or Combined Cadet Force these duties will be determined by College need and by direction of the Principal:
Sport takes place on Wednesday and Saturday afternoons 2 pm – 4 pm unless later due to fixtures
CCF takes place on Tuesday and Thursday afternoons 2 pm – 4 pm and occasional residential exercises
- To undertake any other reasonable duty related to the job purpose required from time to time by the Director of Sport and the Co-Curriculum

3. GENERAL DUTIES

- To show an ongoing an active commitment to safeguarding the welfare of students; in doing so, to comply with the College's Safeguarding, pastoral and welfare policies.
- To be responsible for your own welfare by following the Health, Safety and Environmental Policy and other related policies such as Equal Opportunities, Anti-Bribery & Corruption, Harassment, Public Disclosure "Whistle-blowing" and Data Protection etc
- Execute the responsibilities of your role according to standards as set out in the Code of Conduct and Staff Handbook

Management/Communication

- To communicate honestly with your Line Manager
- To be responsible for your own time and attendance at work
- To achieve deadlines/targets that have been set by your Line Manager
- To work within the departmental budget and assist in the control of costs
- To assist your Line Manager to implement change within the department
- To communicate and liaise with all other departments, as required

Reviews

- Take responsibility for personal Continued Professional Development and lifelong learning
- To participate in reviews, as and when required with your immediate Line Manager

Training & Evaluation

- To ensure that you receive and agree training that has been identified
- To effectively utilise new skills from any training

Responsibilities

- To promote the College's vision, mission and strategic objectives
- To be aware of Health and Safety at Work Regulations and environmental issues and to be aware of actions necessary in cases of accident or fire
- To keep your work area clean and safe
- To act as an ambassador for the College and ensure your behaviour and work supports the College's demands for excellence

4. SKILLS/EXPERIENCE/QUALIFICATIONS

Essential:

- Relevant Degree
- Cert Ed/PGCE qualification – NQT Teacher will be considered
- AS and A level teaching experience in relevant subject area
- Effective communication skills, oral and written
- Good computing skills
- Excellent interpersonal and communication skills

Desirable:

- Knowledge of boarding education
- Qualification to coach a sport or CCF experience
- Ability to assist with outdoor Pursuits

Welbeck – The Defence Sixth Form College is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to checks by the Disclosure and Barring Service.