

**JOB DESCRIPTION**

**POST: TEACHER**

**EFFECTIVE DATE: September 2020**

**1. GENERAL INFORMATION:**

The postholder will be responsible to a Head of Department and play an active part in ensuring that the College’s shared outcomes as follows are achieved:

* Students enrol
* Students achieve
* Students remain on full, enjoyable and challenging programmes
* Students aim high and progress

**General Conditions:**

The post is subject to the Conditions of Service Handbook for Teaching Staff in former Sixth Form Colleges as adopted and subsequently amended by the Corporation.

**2. JOB PURPOSE:**

The following duties shall be deemed to be included in the professional duties which teachers employed by a Sixth Form College may be required to perform.

# Teaching

**(1)** (a) Planning, and preparing courses and lessons

1. Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere.
2. Assessing, recording and reporting on the development, progress and attainment of students and, as appropriate, referring to your Learning Area Manager on issues of student discipline.

In each case having regard to the curriculum for the College.

# Other Activities

**(2)** (a)Promoting the general progress and well-being of individual students

and of any class or group of students assigned to you.

1. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources or more expert advice on specific questions; making relevant records and reports.
2. Making records of and reports on the personal and social needs of students
3. Communicating and consulting with the parents of students
4. Communicating and co-operating with persons or bodies outside the College
5. Participating in meetings arranged for any of the purposes described above.
6. To maintain high standards of personal behaviour and professional conduct when representing the college.

# Assessment and reports

**(3)** Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students

**Appraisal and Staff Development**

**(4)** (a) Participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government.

1. Reviewing your methods of teaching and programmes of work.
2. Participating in arrangements for your further training and professional development.

**Educational methods**

**(5)** Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods or teaching and assessment and pastoral arrangements.

**Safeguarding, Discipline, Health and Safety**

**(6)** Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere.

**(7)** Awareness of the principles of safeguarding and child protection as they apply to vulnerable groups.

**(8)** Understanding the duties and responsibilities arising from College policies and procedures relating to Safeguarding and Child Protection.

**Staff Meetings**

**(9)** Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College including pastoral arrangements.

**Cover**

**(10)** Supervising and so far as practicable teaching any students whose teacher is not available in accordance with the college’s agreed cover policy and the professional duties of a teacher.

**Public examinations**

1. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for students' presentation for and supervision during such examinations.
2. Ensure that accurate information about examination entries for courses you co-ordinate are returned to the Head of Department.

**Management**

**(13)** (a) Contributing to the selection for appointment and professional

development of other teachers and support staff, including the induction and assessment of new and probationary teachers;

(b) Co-ordinating or managing the work of other staff

(c) Taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

**Administration**

**(14)** (a) Participating in administrative and organisational tasks related to such

duties as are described above, including the management or supervision or persons providing support for the teachers in the College and the ordering and allocation of equipment and materials.

(b) Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

1. Completing and returning documentation such as learner agreements which may be required by the college to fulfil audit requirements