JOB DESCRIPTION

SHOOTERS HILL SIXTH FORM COLLEGE

TITLE : Teacher of Business / Finance
GRADE : Inner London Teacher Pay Awards
RESPONSIBLE TO : Curriculum Leader
RESPONSIBLE FOR : Students on programme

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

This job description is to be carried out in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document.

Job Purpose:

1. To teach on programmes at the Shooters Hill Sixth Form College and to promote excellence for all students.
2. In common with all staff, to work actively in creating an ethos that promotes race equality, celebrates the cultural and academic diversity of Greenwich and ensures the inclusion of students of all abilities, including those with Special Educational Need.
3. To progress the strategic aims and objectives of the College within courses and/or subjects taught.
4. To design and implement student-centred curriculum developments and to implement quality frameworks and procedures which improve access, retention and achievement of students within courses and/or subjects taught.
5. To oversee the learning, progress and conduct of students on courses and/or subjects taught.
6. To liaise with external agencies as required, including developing links with employers, other providers, professional organisations and Sector Skills Councils, relevant to the enhancement and development of courses and/or subjects taught.
7. To assist in securing the commitment of the wider community to the aims and objectives of Shooters Hill Sixth Form College.
8. As required, to assist in the day to day supervision and administration of the College.
9. To act as course tutor

Major Tasks

1. College Aims:

1.1. To assist the subject programme leader in the design and implementation of the Sixth Form offer, reflecting local, national and international developments.
1.2. To assist the subject programme leader to develop a comprehensive and efficient course/programme area that offers effective progression routes for every young person at the College including those with special educational needs.
1.3. To promote lifelong learning for students on College programmes and within the local community.
1.4. To maintain a stimulating, relevant and effective learning environment within courses/subjects taught
1.5. To work collaboratively with colleagues in teaching, administrative and learner support services in pursuance of these aims

2. Working with others

2.1. To take account of the Council's Equal Opportunities Policy and to promote race equality in relationships with others.
2.2. To work collaboratively with colleagues in teaching, administrative and learner support teams to deliver innovative and responsive programmes and services.
2.3. To foster and maintain a positive team ethos through effective communication, co-operative planning and sharing of knowledge, skills and expertise with colleagues within teaching, administrative and learner support teams.

3. Appraisal, Training and Development of Staff

3.1. Within an agreed national framework, to participate in appraisal and performance management both as an appraiser and appraisee
3.2. To participate in support and supervision including the negotiation of personal performance goals.
3.3. To undertake continuous professional development activities in accordance with the Council and College policies for staff development and professional updating.

4. Curriculum Responsibilities

4.1. To teach on a range of courses within the overall College curriculum offer.
4.2. To act as personal tutor
4.3. To participate in the development, implementation and review of College courses and programme area curriculum offer.
4.4. To participate in the development of innovative curricula that are safe, responsive and flexible so that the learning programmes and environments match the needs of individual learners.
4.5. To keep up to date with national and local developments in Sixth Form education, including the use of new technologies on courses and/or subjects taught.
4.6. To develop and review syllabi, schemes of work and to monitor learning outcomes on courses and/or subjects taught.
4.7. To ensure effective student assessment and accreditation arrangements including exams and internal verification and student/parent feedback and reporting on courses and/or subjects taught.
4.8. To participate in the monitoring of the quality of student achievement on courses and/or subjects taught.

4.9. To write and present reports, for a variety of audiences in relation to courses and/or subjects taught.

5. Standards of Teaching and Learning

5.1. To participate in the evaluation of teaching and learning on courses and/or subjects taught and to ensure that high standards of professional performance are established and maintained.
5.2. To implement course and student monitoring arrangements as defined in policies and procedures at the Shooters Hill Sixth Form College.

6. Student Progress and Support

6.1. To work collaboratively with administrative services to ensure that the progress of students is monitored and recorded and that standards of achievement are constantly reviewed.
6.2. To secure a learning environment where all students, irrespective of ethnicity, gender, learning need, sexual orientation, age, class, or religious belief will achieve their full potential and to ensure that students develop study skills in order to learn more effectively and with an increasing independence.
6.3. To liaise where appropriate with employers and other agencies as necessary to ensure responsive and effective course or subject delivery.
6.4. To implement a policy for pastoral care of the students, taking into account, among other things, differences in their ethnicity, gender, learning need, sexual orientation, age, class, or religious belief.
6.5. To provide effective pastoral tutorial support including clear course/ programme induction, initial diagnostic assessment of additional learning support and effective careers/progression advice and guidance.
6.6. To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong. To monitor and implement a discipline policy which promotes appropriate behaviour both on and off College.
6.7. To develop and promote positive relations with parents, responsible adults and families, including participating in meetings and College events between staff, parents and outside agencies to ensure that students' needs are met.
6.8. To ensure the requirements of the current Children Act is fully complied with.

7. Administration

7.1. To work collaboratively with administrative services to provide timely and accurate data on all courses and/or subjects taught, including student enrolment, withdrawal, attendance and achievement
7.2. To ensure the maintenance of up to date and accurate class and student records.
7.3. To comply with requirements of copyright and GDPR legislation and College internet and e-mail policies.

8. Discipline

8.1 To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong. To monitor and implement a discipline policy which promotes appropriate behaviour both on and off College.

9. Relations with Parents, Responsible Adults and Families

9.1 To develop and promote positive relations with parents, responsible adults and families.

9.2 To help arrange and to participate in meetings and College events between staff, parents and outside agencies to ensure that student's needs are met.

10. Relations with Other Bodies

10.1To collaborate in establishing and promoting effective relationships with the local community and appropriate organisations and agencies, to the benefit of the College.

11. Provision of Data

11.1 To support the Senior Leadership Team to ensure that arrangements are made for the prompt and reliable provision of students and programme data and other statistical returns.

12. Premises

12.1 To ensure the security, maintenance and effective supervision of the College' buildings, contents and grounds. To promote the use of the College' facilities by the community subject to the policy of the Governing Body.

13. Health and Safety

13.1. In common with all staff, to exercise responsibilities under the Health and Safety at Work Acts and associated guidance, as laid down, or as may be amended from time to time by College and Council's procedures

13.2. Where required to undertake risk assessments for work experience placements

14. Child Protection

14.1 To ensure the requirements of the current Children Act is fully complied with.

15. Policy development and Implementation

15.1. To ensure the implementation and participate in the review of all policies as directed by the Governing Body and Senior Management Team.

16. Other Duties

Any other duties commensurate with the grading and value of the post.

There are a number of cross College roles requiring development. It is anticipated that post-holders may elect to take part in cross College groups in addition to their teaching role. This would be undertaken through participation in task groups, research and development activities, leading to the achievement and sustaining of excellence in the chosen interest area.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The

review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

Job description – Teacher
29 April 2021

SHOOTERS HILL SIXTH FORM COLLEGE
PERSON SPECIFICATION - TEACHER

CRITERIA OR REQUIREMENTS	Method of Assessment	Short-listing Criteria
1. QUALIFICATIONS AND EXPERIENCE:		
a) Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS).	AF	•
b) Relevant and recent industrial or commercial experience.	AF	
c) Relevant and recent INSET.	AF/I	
d) Evidence of recent teaching experience in the subject area applied for.	AF/I	•
2. EQUALITY OF OPPORTUNITY:		
a) Commitment to the College's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	AF/I	•
b) Strategies for challenging discrimination, promoting racial equality and for teaching students about minority ethnic and cultural diversity and for promoting positive attitudes to disability.	AF/I	•
3. KNOWLEDGE, EXPERTISE AND ABILITIES:		
a) Understanding what constitutes high quality in educational and training provision, the characteristics of effective teaching and learning and an understanding of the key national and local issues affecting participation, achievement and progression in Sixth Form education.	AF/I	•
b) Experience of curriculum development and ideas for implementing innovative, safe and responsive programmes of study within an environment of change.	AF/I	•
c) Ability to develop, design, and deliver student centred learning programmes across at range of levels and for a range of learning abilities.	AF/I	•
d) Experience of planning and implementing assessment and/or verification of learning programmes.	I	
e) Understanding of the role of key skills development within Sixth form education and training programmes.	I	
f) Strategies for delivering effective tutorial and pastoral support including teaching students about rights, responsibilities and citizenship.	I	
g) Ability to work collaboratively with others, internally and externally and a commitment to team working and knowledge sharing.	AF/I	•
h) Communication skills – the ability to communicate clearly to a variety of audiences and in a variety of settings, and understand the views of others.	AF/I	•
i) Self management – the ability to plan time effectively and to organise oneself well.	AF/I	•
j) Ability to use a range of ICT software packages and management information systems.	AF/I	
k) Understanding of emotional resilience in working with challenging behaviours and attitudes; and the use of authority in maintaining discipline.	I	

AF = **Application Form**
I = Interview/presentation/assessment exercises
• = Required short-listing criteria