



Job Description

Title: Subject Teacher

Line Manager: Head of Department

Key Role: To provide a high quality teaching and learning environment in which students can achieve their full potential and are prepared in the best possible way for external assessments and examinations.

MAIN RESPONSIBILITIES:

- To keep up-to-date with relevant curriculum developments and with the information on syllabuses, moderation and assessment.
- To adopt appropriate and varied teaching and learning strategies, including differentiation of work for students with different needs.
- To take positive steps to get to know the individual strengths and weaknesses of the students in each group to enable learning to be achieved more effectively.
- To assist in the development of schemes of learning including the development of teaching materials.
- To consult their line manager and make suggestions regarding textbooks, stationery, equipment, IT software and other resources available within the appropriate area.
- To conform with internal assessment policies on homework, marking, recording and reviewing and adhere to all examination board regulations.
- To ensure the completion of target grade data and summary reviews by the calendared deadlines.
- To review student performance against their target grade and adjust support and offer challenge as appropriate.
- To enter a dialogue with each student about their progress and the actions needed to improve.
- To consult with the subject leader if a student continues to perform below target grade.
- To ensure that the student work is promptly marked and that an up to date online record of weekly homework and assessment grades is kept.
- To complete and record attendance at every lesson according to College Policy.
- To use the appropriate referral systems and procedures when a student is having difficulty with work in spite of help offered, has a poor attendance record, is negligent, unpunctual, hands in work late or not at all.
- To follow the college procedure on setting work for classes when absent from college.
- To attend appropriate calendared meetings.
- To attend Parents' Evenings, Open Evenings and similar directed events.
- To participate in professional development activities, including subject updating and wider relevant curriculum developments.
- To participate in the College's Appraisal System. This may include their responsibility and role within the area and setting and reviewing agreed targets on an annual basis / reflecting college objectives and curriculum targets / aims.
- To participate in the induction and mentoring of new staff.
- To take part in college Quality Assurance procedures, such as course reviews, IQRs, setting and monitoring of individual targets for students and courses.

- To contribute to the achievement of course targets for retention and achievement, including added value.
- To participate in a review of student evaluation data on teaching and learning.
- To implement strategies identified in appropriate development plans.
- To participate in peer observation procedures.
- To compile subject references for UCAS and job applications.
- To provide information and advice on progression within the subject in conjunction with the careers department and Tutor / Student Progress Manager.
- To contribute to marketing of the subject through a presence at Open Evenings, Introductory Days and Enrolment.
- To provide enrichment opportunities.
- To implement the College's Strategic Plan in relation to the teaching area.

General:

- To carry out the professional duties of any subject teacher (see Appendix 4 of the SFCEF Teacher Handbook).
- To participate in the College's Performance Management system.
- To promote and ensure compliance with all college policies and procedures. In particular, to ensure equality of opportunity and the effective application of health and safety procedures.
- Any other duties required by the Principal, which are reasonable within the purview of the post.

PERSON SPECIFICATION FOR A SUBJECT TEACHER

	Essential	Desirable	Method of assessment A - Application I - Interview
QUALIFICATIONS / TRAINING			
▪ Recognised relevant degree	✓		A
▪ Full Teaching qualification or working towards	✓		A
EXPERIENCE			
• Teaching young people in 16-19 age range		✓	A
• Successful teaching career/potential to have successful teaching career	✓		A & I
• Good classroom and behaviour management	✓		A & I
• IT literate		✓	A & I
KNOWLEDGE SKILLS & ABILITIES			
• Demonstrating a commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓		I
▪ Good knowledge of subject	✓		I
▪ Ability and willingness to contribute to other subject areas		✓	A & I
▪ Providing guidance and support to students in academic and personal matters	✓		I
▪ Working well as part of a team	✓		I
▪ A commitment to learner-centred teaching and learning	✓		I
▪ A commitment to active teaching and learning	✓		I
▪ A commitment to quality assurance and continuous improvement	✓		I
▪ Excellent communication skills	✓		A & I
▪ Strong presentation skills	✓		A
▪ An energetic and enthusiastic approach to teaching	✓		I
▪ Ability to inspire students in their learning		✓	I
BELIEFS AND VALUES			
▪ Have a passion for teaching		✓	A & I
▪ Commitment to diversity and equality of opportunity	✓		A & I
▪ Sharing the values of Barton Peveril College		✓	A & I
▪ Commitment to continuous professional development	✓		A & I
▪ Willingness to contribute to the broader life of the College		✓	A & I

In addition to assessing the candidates' ability to perform the duties & responsibilities associated with the post, the interview will also explore issues relating to safeguarding & promoting the welfare of the students.

Teachers need a sufficient standard of health and physical fitness to teach and we expect this from all our staff. Teaching is a demanding career and teachers have a duty of care for the students in their charge. The health, education, safety and welfare of students are an important factor in deciding on an individual's suitability for a teaching post.

N.B. Applicants with a disability should not be deterred from applying; we welcome applications from disabled people whatever their impairment and will make reasonable adjustments both at interview and on appointment. You are encouraged to discuss what adjustments would be necessary.

Business & Law Department

Vision, Achievements and Opportunities:

The Business and Law departmental vision is to provide an outstanding learning experience and outcomes for all students to prepare them for both university and the working world.

We are very proud of our student's achievements. Pass rates and high-grade achievement are consistently above national averages. Students enjoy a range of teaching and learning techniques to support them in developing both their academic and employability skills.

Students have access to high quality resources and support materials, all staff set high expectations and independent learning is actively promoted. In addition to their academic studies, students are offered the opportunity to develop their employability skills by undertaking work experience and taking professional accounting and text processing qualifications.

The team of teachers are highly ambitious and constantly seek to further improve and enhance the provision.

Teachers work hard to provide vibrant and exciting online materials. Google classroom and Google sites are used to set weekly independent work, share course/resource information and model answers. Students are also encouraged to follow the Business twitter page for the most up to date news stories.

Study visits and guest speakers play an important part of our courses. Visits have included trips to the Supreme Court in London, The Entrepreneurship Conference at Disneyland Paris, New York and educational visits to destinations such as Cadbury World and Longleat. In the summer term, we also run a careers day in business and a careers day in law where guest speakers come in to discuss various aspects of business/law.

We like to stretch and challenge our students to engage in opportunities outside of college, such as the Royal Economics Essay writing competition. Students are also offered the opportunity to attend revision conferences to support their learning.

The Team:

The Business & Law team is made up of 15 teachers, 5 of these teachers also hold a Subject Leader role.

All teachers are qualified specialists in their chosen area and many are highly regarded external examiners. We encourage all staff to continue to develop their own practice. The team enjoy a diverse range of CPD opportunities. There is a Teaching and Learning meeting every week as part of the timetable, during which teachers come together to share good practice and support each other with new initiatives.

There are many opportunities to undertake both internal and external training courses. The College also provides some support for those wishing to undertake Masters level qualifications. The team are very friendly, hardworking, loyal and supportive of each other. There is excellent teamwork in the department.

What we teach:

The Business and Law department offers:

Economics (A level)	
Business (AS & A level)	
Law (A level)	
Level 3 BTEC National Diploma in Business	BTEC National Extended
Certificate in Law	
Level 4 HNC in Business	Young Enterprise.
Level 2 Cambridge Technical Diploma in Business	Text Processing
AAT Accounting at Level 2 & 3	

- All these subjects prove very popular every year, with over 1000 students enrolled on a subject within the Business & Law department. We have over 250 A level/vocational law students and over 400 A level business students.

Accommodation and Facilities:

The department has strong resources, especially in relation to its facilities. There are five large computer suites and dedicated well-resourced Law, Business, Economics and Accounting classrooms.

Visitors always remark on the spacious accommodation and welcoming learning environment.

Thank you for your interest in the Business and Law department at Barton Peveril Sixth Form College.
We look forward to receiving your application.



Job Description

Title: Subject Leader

Line Manager: Director of Department

Key Role:

The Subject Leader is the champion of a subject and will be aiming to make their subject the most exciting, successful and high performing in the College. The Subject Leader will be working day-to-day to make the subject team strong, collaborative and effective. Whilst a Director of Department is accountable to the Assistant Principal for managing staff and for the performance of subjects in the Department, it is the Subject Leader who provides the day-to-day leadership of a subject. His / her actions will have a significant impact on quality and quality improvement through good planning, developing learning materials, meeting regularly with the team, ensuring members work to a shared plan and share their strengths, and managing the assessment processes and tempo of the course.

MAIN RESPONSIBILITIES

Resources:

- a) To lead the subject team in the collaborative development, collation and on-going review of engaging paper-based and online teaching and learning resources to help ensure the consistency and quality of student experience.
- b) To propose and / or run training to ensure the subject team are aware of specification requirements, examination and coursework guidelines and 11-18 subject specific developments.
- c) To assist in the induction and mentoring of Newly Qualified Teachers and student teachers within the team.

Curriculum, Quality, Teaching and Learning:

- d) To be responsible for the collaborative development and on-going review of a detailed scheme of learning for the subject that meets the needs and interests of students and enables them to maximise their potential.

- e) To lead on the subject's approach to assessment to ensure that it is in line with college policy and informed by subject assessment objectives, approaches and mark schemes.
- f) To ensure the timely completion of course administration, and to lead the subject team in coursework arrangements; practical assessments; marking; standardisation, moderation and verification in line with exam regulations.
- g) To plan and promote enrichment opportunities to inspire and extend learning related to your subject.

Assisting the Director of Department:

- h) To hold subject team meetings, gather student voice and assist the Director of Department in observing learning in order to assess the effectiveness of schemes of learning and resources.
- i) To assist the Director of Department in identifying and managing students with attendance, work completion and performance issues in the subject.

Liaison and Marketing:

- j) To work collaboratively with colleagues in partner schools, colleges, post 16 panel and Higher Education.
- k) To act as a subject champion, promoting courses subject through open evenings and prospective student liaison events

General:

To undertake any other duties required by the Principal, which are reasonable within the purview of the post