

Job Description: Subject Tutor

Key focus: Improving Students' Achievements

All staff are expected to contribute to achievement of the single corporate objective of the College – Improving Students' Achievements – and to the achievement of the College Mission:

“to be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence”.

In particular, staff are expected to value the contribution of individuals, and to promote positive self-esteem and equality of opportunity in all aspects of their work. Students should expect to enjoy their studies and be encouraged to develop an enthusiasm for their subjects, leading to an ability to become independent learners.

A Teaching and the Promotion of Learning

Subject Tutors are required to be familiar with and to uphold the commitments described in the College Charter. In particular, Subject Tutors are required to:

1. establish good relationships which promote the achievement of learning;
2. set the learning in the context of what has gone before and make it clear what it is intended to achieve;
3. seek to ensure the interests of students are engaged and sustained;
4. choose a variety of teaching and learning approaches which are appropriate for the subject being studied and encourage students to work on their own or in groups;
5. reinforce learning through the use of teaching and learning aids;
6. display sound knowledge and understanding of their subject area;
7. be committed to providing information or instructions clearly, at a pace and level which meets the needs of all students, regardless of age, race, ethnicity, nationality, disability, sexual orientation or religion;
8. check regularly that learning has been achieved.

B Monitoring and reporting student progress and achievement

Subject Tutors are required to:

1. assess academic performance in the light of previous achievement to enhance the value-added results of the student;
2. undertake regular reviews of student progress and complete Statements of Progress in line with College procedures;
3. maintain accurate records of class attendance using the College MIS (CRISTAL), and follow up student absence;
4. attend parents' consultation evenings as required.

C Contributing to the overall management of the College

Subject Tutors are required to:

1. work as directed by Senior/Curriculum Managers and Faculty Directors to implement the College Strategic Plan and achieve its Mission;
2. work in co-operation with staff throughout the College, particularly with the Senior/Curriculum Manager, Faculty Director and members of the Student Services Team;
3. attend and contribute to curriculum team, Faculty and staff meetings;
4. participate in the organisation, delivery and assessment of various courses under the leadership of the Senior/Curriculum Manager;
5. accept the shared responsibility of all colleagues for student discipline through collective oversight of the College during the day;
6. participate in the College appraisal and performance management scheme;
7. participate in appropriate in-service training opportunities for professional development;
8. observe the College no-smoking policy;
9. undertake such other duties as the Principal may reasonably required of a Subject Tutor at College.

Subject Tutor: person specification

Quality/skill sought	Refs to job description		Possible sources of evidence
Degree in related subject discipline; secure knowledge and understanding of subject	A6	Essential	Application form/ verifiable certification
Teaching qualification	A4	Desirable	Application form
Enthusiasm for teaching subject	A3	Essential	Letter/interview
Ability to teach subject to AS and A2	A6, A7	Essential	Application form/ interview/references/ previous results (if available)
Recent experience of teaching subject; evidence of dynamic and innovative practice	A4	Desirable	Application form/ letter/references
Ability to engage with students, inspiring learning and promoting success	A1, A3, A7	Essential	Application form/ letter/references
Competence in the use of IT	A5	Desirable	Application form/interview

Ability to contribute positively to teams; willingness to take an active role in the department	C2, C3, C4	Essential	Application form/ letter/references
Ability to use initiative and to solve problems	C1, C3	Essential	Application form/ references/interview
Willingness to share ideas and develop resources cooperatively	C2	Essential	Letter/references/interview
Ability to be adaptable and flexible	C1	Essential	Application form/ letter/references/interview
Resilience; ability to laugh and enjoy the job when the going gets tough	all	Essential	Application form/ letter/references
Effective inter-personal and communication skills	A1, B2, B4, C2	Essential	Application form/letter/literacy test
Good awareness of equality and diversity issues	A7	Essential	Application form/references/interview
Commitment to continuing professional development	C7	Essential	Application form/interview
Masters degree or higher in related subject discipline or Education	C7	Desirable	Application form/ verifiable certification
Experience of examining subject	A6	Desirable	Application form
DBS check		Essential	