

Post Title: Teacher

Pay Scale: Points 1-9 on Teacher pay scale

Reporting to: Curriculum Manager

Job Summary: To deliver high quality courses and successful learning outcomes for students.

Key Responsibilities

- Teaching and tutoring groups at all levels and across the range of courses offered within the curriculum area.
- Motivating students of all abilities to achieve their potential.
- Preparing detailed schemes of work and course materials to support student learning.
- Undertaking the internal assessment of coursework of those students entered for qualification, as required by the awarding boards involved.
- Encouraging independent learning through the setting of appropriate homework tasks.
- To promote and support the safeguarding and welfare of children and vulnerable adults you come into contact with.
- Ensuring all students are treated fairly, without discrimination and promoting diversity
- Providing regular, frequent and constructive feedback to students on their progress.
- Maintaining records of student progress.
- Promoting the maintenance of acceptable standards of conduct of students.
- Undertaking the completion of class registers and other administrative tasks, ensuring absences and lateness are accounted for and taking appropriate action where they are not, in accordance with the procedures in the staff handbook.
- Undertaking the compilation of records of achievement and references on pupils, as required.
- Following the College quality procedures
- Contributing as required to the Enrichment Programme including Careers and Recreational Activities offered by the College.
- Contributing to course/curriculum/learning area teams in curriculum development and liaison activities.

- Participating, as required, in meetings with colleagues
- Any other duties/responsibilities which are reasonably requested within the purview of the post.
- Work within the framework provided by College Policies e.g. Equal Opportunities, Quality, ICT and Health & Safety.
- Responsible for providing information to College Information Systems in the required format.