Job Description

Title: Subject Teacher

Line Manager: Director 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 in16-19 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.