



### **Job description**

Teaching responsibilities include:

- 1 carry out teaching duties in line with the professional standards of the College and the teaching profession;
- 2 be committed to the safeguarding and promoting of students' welfare;
- 3 read and adhere to the policies of the College as expressed, for instance, in its handbook with regard to induction, health and safety, staff conduct, equality and child protection;
- 4 take responsibility for own professional development including subject specific inset days and participate in staff training when provided by the College;
- 5 attend various staff meetings such as departmental meetings;
- 6 undertake pastoral and other duties to include form tutoring and duty cover;
- 7 undertake professional duties such as planning, invigilation and any other duties which may be assigned to You;
- 8 to participate in extra curricular activities as deemed necessary by the College;
- 9 teach up to 32 hours per week contact time in accordance with departmental schemes of work;
- 10 liaise with relevant colleagues on the planning of units of work as directed by the Head of Department or the Principal;
- 11 work in collaboration with the College's programme of support for pupils with specific learning needs or difficulties;
- 12 take account of students' prior level of achievement and use this to set targets for future attainment;
- 13 set work for students' absent from class for health or disciplinary reasons;
- 14 cover lessons for absent colleagues as required;
- 15 uphold and maintain effective systems of communication regarding student progress and discipline;
- 16 set high expectations for student behaviour by establishing a purposeful working atmosphere in lessons;
- 17 set appropriate and demanding expectations for student learning, motivation and presentation of work;
- 18 maintain notes and plans of lessons undertaken and records of student work;
- 19 mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning;
- 20 complete high quality, formal reports to parents in line with policy and as specified in the published College calendar;
- 21 to follow at all times the NUT teacher code of conduct with particular regard to professional behaviour and language in dealing with students