



Job Description	Functional Skills English Teacher
<p><u>Role Specific</u></p>	
<ol style="list-style-type: none"> 1. Teach Functional Skills English, delivering effective learning for students 2. Be up to date, plan and prepare high quality teaching, as required by your Line Manager, to the appropriate number of hours (405 hrs/annum) 3. Develop and share resources for the subject including maintaining effective links across College for resources 4. Regularly assess students in order to track and monitor progress 5. Maintain comprehensive, up to date, student/subject records and provide information, as requested 6. Be responsible for the appropriate administration of exam entries for the subject and liaise with external awarding bodies, as appropriate 7. Ensure close liaison and good communications with other staff in matters concerning students 8. Use College systems to track and communicate student progress 9. Value and support students to achieve their full potential 10. Effectively manage the behaviour of students 11. Engage in curriculum development and planning activities, individually and as a team 12. Participate in standardisation/verification and moderation, as required 13. Ensure provision is aligned with best practice nationally 14. Take responsibility as required for the development of a relevant curriculum area 15. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction 16. Represent the Subject/Division/College, as required 	
<p><u>College Responsibilities</u></p>	
<ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation 3. Value diversity and promote equality 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies 5. Contribute to cross-college events 6. Adhere to College policies and procedures including health and safety 7. Ensure good communication at all levels 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults 9. Any other duties that the Principal considers appropriate 	





Person Specification	Functional Skills English Teacher
	Essential / Desirable
Qualifications and Attainments	
Degree in a relevant subject area	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
Minimum GCSE grade C (or equivalent) in Maths and English	Essential
A higher degree or advanced qualification	Desirable
Training, Experience and Knowledge	
Successful teaching experience in the relevant subject area (Functional Skills English)	Essential
Knowledge of, and proven ability, to deliver the curriculum successfully and recent experience of successfully delivering Functional Skills English	Essential
Demonstrate a student centred approach to teaching and learning	Essential
Experience of providing an outstanding teaching, learning and assessment experience	Essential
Share best practice with other partners/organisations	Desirable
Proven track record of Value Added scores	Desirable
Experience of marking Functional Skills English exam papers for Awarding Bodies	Desirable
Experience of teaching GCSE English	Desirable
Personal Skills and Attitudes	
Exceptional organisational skills	Essential
Display initiative, be positive and enthusiastic	Essential
Excellent IT skills	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Compliance with CPD requirements	Essential
Be a team player and have a highly responsive, flexible and adaptable attitude	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential

