

**Job Description**

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| <b>Post:</b>            | <b>Teacher</b>  |
| <b>Salary Grade:</b>    | <b>Salary ranges from Point 1 – Point 9 of the Sixth Form Colleges pay scale.</b> |
| <b>Responsible to:</b>  | <b>Head of Department (HoD)</b>   |
| <b>Responsible for:</b> | <b>Teaching on programmes up to level 3</b>                                       |

**Key Purpose:**

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| 1 | To deliver up to level 3 as required by HoD in the curriculum area.                               |
| 2 | To participate in all enrichment and extra-curricular activities as required by HoD               |
| 3 | It is desirable that the teacher can also deliver another subject within another curriculum area. |

**Responsibilities:**

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| 1 | Participate in key College processes as required e.g. enrolment  |
| 2 | To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter       |
| 3 | To work flexibly in the interests of the organisation as required  |
| 4 | To participate in appraisal and to undertake staff development activities as appropriate   |
| 5 | To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with. |

**Duties and Responsibilities:**

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| <b>a</b> | To teach related courses in accordance with the college timetable.   |
| <b>b</b> | To support students in their learning.   |
| <b>c</b> | To assess students' progress and maintain accurate records of students' achievements.  |
| <b>d</b> | To provide accurate reports and information to others as required by college quality assurance procedures.                                 |
| <b>e</b> | Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard. |

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| <b>f</b> | Provide schemes of work by which the curriculum will be delivered.   |
| <b>g</b> | Provide books, materials and facilities within budget allocated.   |
| <b>h</b> | Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.  |
| <b>i</b> | Prepare internal assessments, ensure that marking is consistent with that throughout the department and provide related statistics and comments on performance for the Head of Department.   |
| <b>j</b> | Be aware of developments in your subject in High Schools and keep High Schools informed of courses here, taking part in liaison and recruitment activities both in College and High Schools. |
| <b>k</b> | Co-operate and liaise with other departments as and when required  |
| <b>l</b> | Carry out other routine and ad hoc administrative tasks as directed by the Head of Department/Head of College.   |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

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| <b>Post holder to sign and date the job description:</b>  |
| <b>Name of the post holder:</b>                           |
| <b>Line manager to sign and date the job description:</b> |
| <b>Name of the line manager:</b>                          |

### Person Specification – Teacher

| <b>Qualification</b>      | <b><u>Essential</u></b>  | <b><u>Evidence</u></b>  | <b><u>Desirable</u></b>   |   |
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| <b>Experience</b>         | <ol style="list-style-type: none"> <li>1. Appropriate related honours degree.</li> <li>2. Teaching Qualification (e.g. PGCE).</li> <li>3. Training to include experience of Year 12 and/or 13 teaching (for trainee teachers).</li> </ol>  | Application   | <ol style="list-style-type: none"> <li>a. A good honours degree in a related discipline (2:1 or 1<sup>st</sup>)</li> </ol>  | Application / Certificate   |
| <b>Skills / Qualities</b> | <ol style="list-style-type: none"> <li>4. Ability to teach up to level 3.</li> <li>5. Ability to contribute to the teaching of a level 3 BTEC.</li> <li>6. Ability to motivate students with differing abilities and needs.</li> <li>7. Ability to effectively monitor student attainment and use data to improve performance.</li> <li>8. Excellent communication, interpersonal and organisational skills.</li> <li>9. Ability to meet all deadlines.</li> </ol> | Application/<br>Interview<br><br>Application/<br>Interview<br><br>Application/<br>Interview | <ol style="list-style-type: none"> <li>b. Proven record of teaching advanced levels.</li> <li>c. Proven record of teaching a level 3 or level 2 BTEC course.</li> <li>d. Knowledge and experience of the personalised learning agenda.</li> <li>e. Proven record of use of assessment for learning strategies.</li> </ol> | Application, Interview, Microteach & References (taken on acceptance) |
| <b>Attributes</b>         | <ol style="list-style-type: none"> <li>10. A willingness to contribute to departmental enrichment activities.</li> <li>11. Be able to contribute to the preparation of Oxbridge/Russell group candidates.</li> </ol>   | Application/<br>Interview   | <ol style="list-style-type: none"> <li>f. Previous experience of running clubs or extra-curricular activities.</li> <li>g. Experience of University application procedures and support of Oxbridge</li> </ol>   | Application & Interview   |

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|  | <p>12. A commitment to high standards of student attendance, punctuality and attainment.</p> <p>13. Ability to take responsibility for promoting and safeguarding the welfare of the young people you are responsible for, or come into contact with.</p> <p>14. A willingness to perform the role of a personal tutor.</p> <p>15. Wholehearted dedication to getting the best results for every student.</p> <p>16. Dynamic, positive and forward thinking</p> <p>17. Ability to work under pressure whilst maintaining accuracy and effective outcomes.</p> <p>18. Enjoy working with young people.</p> <p>19. Ability to work on own initiative.</p> <p>20. Flexible team player.</p> <p>21. Willingness to learn new skills</p> <p>22. High expectations of self and others</p> |  | <p>candidates.</p> <p><b>h.</b> Proven strategies for improving and maintaining high student achievement, attendance and punctuality.</p> <p><b>i.</b> Experience of participating in a team which has successfully introduced a new course</p> | <p>Application, Interview &amp; Microteach</p> |
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