

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

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| Post: | GCSE Maths Teacher |
| Responsible to: | Head of Maths |
| Coordinates with: | Staff both within the department and across the college |

Main duties:-

Teaching, learning and assessment

1. Planning and preparing teaching and learning programmes for groups and individuals.
2. Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere.
3. Developing and using a range of teaching and learning techniques.
4. Managing the learning process and establishing an effective learning environment.
5. Managing the integration of new technologies and key skills in taught sessions.
6. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
7. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.
8. Recording and reporting such assessment; and participating in arrangements for students' presentation for and supervision during such examinations.
9. Carrying out diagnostic and other formative assessments in order to determine student needs and appropriate teaching styles.

Pastoral care

1. Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
2. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
3. Making records of and reports on the personal and social needs of students.
4. Communicating and consulting with the parents of students.
5. Communicating and cooperating with persons or organisations outside the college.
6. Participating in meetings arranged for any of the purposes described above.

Continuing professional review and development

1. Participating in arrangements made for the review of your performance.
2. Reviewing from time to time your methods of teaching and programmes of work.
3. Participating in arrangements for your further training and professional development.

Curriculum development and quality improvement

1. Advising and co-operating with the college management and other teachers on the preparation and development of course of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
2. Assisting in securing quality improvement within the department.

3. To be flexible and responsible with preparation for and delivery of new curriculum.

Discipline, health and safety

1. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the college premises and when they are engaged in authorised college activities elsewhere;
2. Displaying high levels of customer care at all times.
3. Promoting college policies and procedures.

Maintain high professional standards

1. Smart dress and a professional image.
2. Adhere to all elements of the college's safeguarding procedures and ensure that the best interests of young people are prioritised.
3. Embrace the college equality policy and ensure parity of esteem to all colleagues and students.
4. Work in line with the staff code of conduct.
5. Display a positive and caring attitude.

Cover

1. As far as it is practicable supervising and providing work for any student whose teacher is not available to teach them within the college guidelines;

Administration

1. Participating in administrative and organisational tasks related to such duties as are described above.
2. Attending college corporate functions in support of colleagues, as appropriate;
3. Assisting with the recruitment of future students.
4. Contribute to the development, liaison and marketing of your subject as required within local schools.
5. Attendance at open days, marketing events and parents evenings as required.

Summary of main terms and conditions

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| Salary | Points 1-9 of the Sixth Form Colleges Teaching staff salary scale currently £32,178 to £49,725 per annum |
| Working hours | A full-time teacher is required to work for 195 days in any year, and be present in college during college hours (normally 8.30 am to 4.15 pm). You are expected to attend a weekly departmental meeting which will take place outside the core day. |
| Pension scheme | You will be auto-enrolled in the Teachers Pension Scheme. |
| Safeguarding | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. We will also complete a search of the teacher regulation agency Teacher Services' system to check for the award of qualified teacher status (QTS), the completion |

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| | of teacher induction or probation and to ensure no sanctions or prohibition orders are in place. |
| Payment | Your salary will be paid on the last working day of each month by BACS transfer. |
| Health | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| References | Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference. |
| Reviews | You will have regular reviews to assess your progress and set targets. |

Person specification for GCSE Maths Teacher

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

| | Assessed at... |
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| You've got... | |
| These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy. | |
| A good degree in a relevant discipline (or equivalent experience in a relevant industry) | A |
| A recognised teaching qualification/QTS (or you are working towards this) | A |
| GCSEs or equivalent at Grade C in Maths and English (or willingness to undertake these) | A |
| You're great at... | |
| These are the essential things that you have so you can do the job, without these you won't be considered for appointment. | |
| Demonstrating knowledge of the curriculum in GCSE | A,I |
| Showing your experience of classroom-based teaching | A,I |
| Demonstrating energy and commitment in achieving goals | A,I |

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| Working as part of a team | A, I |
| Adapting and offering flexibility | A, I |
| Showing enthusiasm and empathy for the needs of students | I |
| Use of new technologies in the classroom including effective IT skills to develop and enhance learning materials | I |
| Commitment to one's professional development | I |
| Successful track record of teaching observations at consistently good to outstanding | A, I |
| A commitment to the safeguarding and well-being of all students | I |
| It would be good if you had... | |
| Whilst not essential , it would help in the role if you had any of the below. | |
| Knowledge and/or experience of the curriculum in A-level mathematics | I |
| A qualification in I.T. | A |
| Experience of successful delivery to students at level 2 & 3 | A |
| The ability to teach in other areas of the curriculum | A |
| Knowledge and/or experience of recent initiatives in teaching and learning | A |
| Experience of and willingness to organise and participate in educational visits and curriculum enrichment activities | A |