

## **JOB DESCRIPTION TEACHER**

- 1. JOB TITLE:** Teacher
- 2. GRADE:** Sixth Form Colleges Spinal points NSP1–9
- 3. RELATIONSHIPS:** The Postholder
  - 3.1** is responsible to the Course Manager for the subject area.
  - 3.2** will make and maintain productive, professional relationships with all members of the College, colleagues from partner schools and other outside agencies.
- 4. PURPOSE OF JOB:**

To contribute to the achievements of all our students by maintaining the highest quality possible of teaching and learning in the subject area.
- 5. KEY TASKS:**
  - 5.1** To act as a personal tutor to a number of students.
  - 5.2** To take responsibility for addressing the learning needs of all students allocated to you.
  - 5.3** To participate as required in the arrangements for recruitment and admission of potential students.
  - 5.4** To assist the Course Manager in the timetabling and development of curriculum in the subject area.
  - 5.5** To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any Health and Safety regulations are observed.
  - 5.6** To participate as required in meetings with students, parents and colleagues.
  - 5.7** To operate as required the quality assurance procedures for teaching and learning
- 6.** To take responsibility for your own professional development and participate in the College's Appraisal Scheme
- 7.** To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.
- 8.** To contribute to the promotion of equality and individuality of all users of the college.
- 9.** This job description may be re-negotiated at the request of either the postholder or the Principal.
- 10.** The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.