

JOB DESCRIPTION

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE: Teacher

JOB PURPOSE: To teach students according to the College timetable so as to ensure excellent success rates and Value Added

RESPONSIBLE TO: Head of Department

MAJOR TASKS

1. To know and understand the aims and objectives of the College and the department, the relevant examination syllabus or specification and the schemes of work for each of the courses taught.
2. To contribute to the policy-making process of the department and the College through staff, department or other meetings.
3. To gather and record information about the experience and entry qualifications of students following the courses taught.
4. To record the issue of books and other College equipment to students at the start of the course and to collect them in as necessary.
5. To prepare appropriate materials and activities to ensure high-quality learning opportunities for all students following the courses taught and to teach in a way designed to motivate the students.
6. To complete a register of attendance at all lessons taught and to contact tutors or Heads of Year as appropriate.
7. To set and mark work on a regular basis in accordance with the College and department assessment policy.
8. To give students an opportunity to review their work on a regular basis, and to discuss their progress with them.
9. To keep a record of students' progress and marks in all assessed work, and to write reports to parents and for other staff as the need arises.
10. To produce marks and other information for examination boards as necessary, and confirm the entry of students for public examinations.
11. To attend Parents' Evenings and inform parents of the progress and prospects of their sons/daughters.
12. To be informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information.
13. To review all aspects of the teaching role, especially teaching strategies used.

14. To contribute to all appropriate Quality Assurance processes.
15. To contribute as appropriate to the presentation of the department at Open Events and other similar functions.
16. To maintain teaching rooms used in as attractive a state as possible and to report any defects in fabric or equipment to the appropriate Head of Department or Health and Safety Officer.
17. To refer to the Head of Department, tutor or Head of Year any student who causes particular concern.

GENERAL RESPONSIBILITIES

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

PERSON SPECIFICATION
JOB TITLE: Teacher of IT & Computing

Requirements	Essential/Desirable	Assessment methods
Education / training	Essential A degree or equivalent academic qualification in a relevant subject A Level 5 teaching qualification eg PGCE, DTLLS	A, Q
Knowledge/ Experience	Essential A good knowledge of, and preferably successful experience in, the relevant subject matter	A, R, I, T
	Successful professional training or commitment to the process	A, R, I
	Excellent teaching skills and successful classroom management	A, R, I, T
	A record of good success rates and value added or evidence of skills and knowledge likely to promote these	A, R, I
Skills/ Aptitudes	Desirable Successful experience in remote learning, preferably through using Microsoft Teams	A, R, I
	A good knowledge and understanding of programming in C#	A, R, I
	Essential Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students.	R, I, T
	Ability to support students/respond to parents through fluent and accurately spoken English	R, I, T
Other factors	Ability to work successfully with others individually and as part of a team	R, I, T
	Consistent approach to dealing with staff and students	R, I, T
	Commitment to the use of ICT to enhance learning	R, I, T
	Essential Demonstration of effort and commitment	R, I
Other factors	A reflective approach to teaching & learning	A, R, I
	Ability to carry out administration effectively	A, I
	Willingness to take full part in extra-curricular activities including trips and visits	A, I
	Initiative, drive and enthusiasm	A, R, I
Other factors	A willingness to actively promote equality and accept and value individual differences.	R, I

Key: A = Application form, R = Reference, I = Interview, T = Teaching activity/discussion
 Q = Qualification evidence

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview