



EAST COAST COLLEGE

Job Description

Job Title:	Teacher of Geography
Reports to:	Curriculum Manager
Terms of Employment:	Academic
Salary Banding:	Lecturer

Purpose of Role:

Deliver outstanding and innovative teaching and learning to a wide range of students across the college provision, supporting students to achieve excellence and reach their full potential.

Duties

1. Teaching and Learning

- Develop and deliver teaching and learning provision on Geography level 3 qualifications.
- Assessing learner work in line with exam board, College and University requirements.
- Prepare schemes of work, lesson and assessment plans.
- Work with tutors to embed English and maths into the curriculum area.
- Support the development of skills and progression into employment and university, including supporting with UCAS applications.
- Track and monitor student progress against targets, complete progress reviews, and take appropriate actions, reporting to parents/carers/employers as required.
- Provide high quality advice and guidance on study programmes, careers and HE.
- Encourage participation on the College enrichment programme.
- Liaise with course teams, additional learning support and all parties involved in the learning programme and pastoral needs of the student.
- Attend EHCP reviews as required.

2. Course Organisation and Development

- Support marketing and promotion activities, including employer liaison, e.g. open events.
- Interview candidates and support college enrolment processes.
- Complete internal and external quality assurance processes.
- Contribute to the accurate recording of student data, e.g. enrolling students, recording and monitoring attendance/absence, completing registers, completing transfer, withdrawal and claims documentation in a timely manner.
- Contribute to course and cross-college quality assurance and quality improvement processes/initiatives, attending team meetings as required.
- Manage and develop online course content via the college VLE and other approved channels.
- Contribute to curriculum development, e.g. involvement in the development of new programmes or the modification of existing programmes.
- Manage the day to day aspects of course e.g. liaising with stakeholders such as parents, promoting positive attendance, organisation of trips, visits and guest speakers, intervention for those at risk.

3. Other

- Develop collaborative relationships with key stakeholders that lead to increased learner numbers and outstanding curriculum provision.
- Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or places of work.

Essential Criteria	Desirable Criteria	Measurement
Qualifications and Training • Relevant degree • Minimum level 5 teaching qualification (or willingness to work towards).	Qualifications and Training • QTS • Relevant Masters qualification.	Certificate evidence
Knowledge • Subject knowledge and understanding of the relevant curriculum • Of safeguarding young people and vulnerable adults and how this is promoted in the role • Of promoting equality and how this is achieved in the role	• Of BTEC and other exam board quality assurance processes.	Interview + microteach
Skills and ability • Ability to communicate effectively. • Use of a broad range of assessment measures • Effective in managing behaviour and motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning • Proven ability of achieving good learning and		Interview + microteach

teaching standards or demonstrate the potential to attain • Innovative and competent in using a range of resources to provide a stimulating learning environment including the use of virtual learning • Good team working skills with a record of working co-operatively to achieve individual and team goals • Good administrative and organisational skills including ability to work to deadlines		
Experience • Previous experience of teaching • Relevant industry experience through paid work or volunteering.	• Experience of working with students with additional needs • Experience of working with awarding bodies and exam procedures	Interview
Attitude • A commitment to a high quality, student focused approach to learning • Willingness to ensure subject specialist knowledge and		Interview

teaching and learning practise is kept up-to-date. • Willingness to work closely and share responsibilities, skills and knowledge with other team members		
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East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.