wqe | Wyggeston & Queen Elizabeth I College

JOB DESCRIPTION

JOB TITLE: **Teacher**

ACCOUNTABLE TO: Assistant Curriculum Leader(s) and Curriculum Leader(s)

JOB PURPOSE To provide high quality teaching and promote effective learning for students for whom the teacher is accountable.

KEY RESPONSIBILITIES

The quality of teaching and learning for students following courses taught by the teacher

- ensure the curriculum area's quality assurance procedures are followed
- establish an effective and appropriate working relationship with students and ensure they produce as high a standard of work as possible
- in conformity with curriculum area procedures, ensure that effective induction is provided for students, in order to promote their successful progression from school
- in conformity with curriculum area procedures, regularly monitor the performance and progress of students and take prompt and appropriate action when necessary
- provide well-planned and effective lessons, consistent with the curriculum area's schemes of work
- use appropriate and varied teaching methodologies, suitable for the range of ability of the students, including strategies which promote effective learning and students' ability to study independently
- make effective use of the resources available to the curriculum area
- in conformity with curriculum area procedures, set, mark and return appropriate amounts of homework
- devise and use, in conformity with curriculum area procedures, efficient assessment techniques
- maintain full and up-to-date records in the format required by the curriculum area

Communication

- participate in course team and curriculum area meetings
- write reports and references as and when required, according to College procedures, for colleagues, for students and their parents, and for external bodies (for example, employers or UCAS)
- communicate with parents as necessary

Staff

- participate in the College's policy of professional development review
- participate in continuing professional development as appropriate
- follow the College's personnel procedures

Resources

- contribute to the development of curriculum area teaching and learning resources
- follow the College's financial procedures
- maintain an attractive and appropriate environment, including appropriate displays, in any rooms or areas designated by Curriculum Leader

Safeguarding

- ensure the application of the College's policies and procedures with regard to the safeguarding and promotion of the welfare of young people

Equality and Diversity

- ensure the application of the College's Single Equality Scheme

Health and Safety

- ensure the application of the College's health and safety policy

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures, including but not limited to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility

- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.

Print Name:		**Signed:**		**Date:**	

Wyggeston & Queen Elizabeth I College

PERSON SPECIFICATION

Attribute	Criteria	Assessment Evidence
Education & Qualifications		
Honours degree (or equivalent) in a related field	Essential	Certs/App Form
PGCE (or equivalent teaching qualification)	Essential	Certs/App Form
Higher degree (or equivalent)	Desirable	Certs/App Form
For an experienced applicant, evidence of continued professional development	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
The post is open to newly qualified teachers as well as to more experienced applicants	Essential	App Form
For an experienced applicant, evidence of successful teaching at Advanced Level or other examinable courses	Essential	App Form
Experience of examination marking in the case of experienced applicants	Desirable	App Form
Excellent teaching skills, tailored to maximising the achievements of all students, promoting independent learning and providing a stimulating educational experience	Essential	App Form/Int
Excellent communication skills both verbally and in writing	Essential	App Form/Int
Good administrative, organisational and time management skills	Essential	App Form/Int
High level of IT literacy, including the application of IT for purposes of learning and teaching	Essential	App Form/Int
Well-developed classroom management skills	Essential	Int
Evidence of good examination results (if not – NQT)	Desirable	App Form
Interpersonal Skills & Qualities		
A professional, flexible and co-operative approach to the job	Essential	Int
Enthusiasm for the subject and an ability to impart this to students	Essential	Int
Enthusiasm to innovate and to share practice with colleagues within and beyond the department	Essential	Int
Able to form good, productive relationships with colleagues and students	Essential	Int