**Oldham Sixth Form College**

 **Job Description**

**Subject Tutor**

**Salary Grade: SFCA Teaching Scale**

**Purpose of the Role**

Under the guidance of the Curriculum Area Leader (CAL) to deliver outstanding teaching and learning in the

context of the College mission to ensure the students make excellent progress and are successful in their studies.

**Summary of Main Duties and Responsibilities:**

* To undertake an appropriate programme of teaching in line with College’s Teaching and Learning policy.
* To contribute to the planning activities of the Curriculum Area to ensure the needs of the students and the aims and objectives of the College are met.
* To contribute to the development of resources, schemes of work, marking policies and teaching strategies for the subject area.
* To ensure that lessons address the literacy, numeracy and specific learning needs of students.
* To undertake assessment of student work in line with the College’s Assessment policy and monitor student progress against targets and report to parents and College management.
* To communicate effectively and professionally with students, staff and parents.
* To maintain accurate and up-to-date records relating to students in accordance with the Data Protection Act.
* To actively monitor student absences and behaviour and take appropriate action as required.
* To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area and ensure teaching and learning is relevant and up-to-date.
* To contribute to the overall work of the subject within the College, including trips and visits, enrichment programmes and extra-curricular activities as appropriate.
* To contribute to the College liaison and marketing activities, eg the development of effective subject links with partner schools and employers, attendance at Information Mornings and other partnership activities and the collection of materials for press releases.
* To liaise with higher education, industry, examination boards, awarding bodies and other external agencies where appropriate.
* To ensure the effective operation of quality assurance systems and implementation of quality procedures.
* To attend departmental meetings.

**Requirements of all Staff:**

* To promote and uphold the College’s Mission Statement, values and strategic aims objectives.
* To comply with College’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
* To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
* To attend briefings and staff meetings as required.
* To participate in the College Performance Management Review scheme and undertake professional development and training as required.
* To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
* To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

## Relationship to other posts within the College

**Supervision received:** Course Leader, Curriculum Area Leader

**PERSON SPECIFICATION: SUBJECT TUTOR**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

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|  | Essential | Desirable | Method of Assessment |
| Experience  |  |  |  |
| Experience and proven success in teaching AS & A2 Level (or equivalent standard) in the subject area. | 🗸 |  | Application/Interview |
| Ability to teach more than one subject on the College curriculum offer. |  | 🗸 | Application/Interview  |
| Successful experience of teaching vocational qualifications, BTEC, GCSE, International Baccalaureate or others. |  | 🗸 | Application/Interview |
| Successful experience of working on cross-curricular initiatives and extra-curricular activities. |  | 🗸 | Application/Interview |
| Evidence of consistent good or outstanding observation grades as appropriate. | 🗸 |  | Application/Interview |
| Experience as an examiner/moderator. |  | 🗸 | Application/Interview |
| Evidence of high levels of student satisfaction as appropriate. | 🗸 |  | Application/Interview |
| Participation in in-house, local or national working groups. |  | 🗸 | Application/Interview |
| Experience of implementing College Quality Assurance Policies. | 🗸 |  | Application/Interview |
| Skills and Knowledge |  |  |  |
| Ability to deliver a creative and effective curriculum that is appropriate to the needs and interests of students, the local area and the national agenda. | 🗸 |  | Application/Interview |
| Effective communication and well developed written and oral skills. | 🗸 |  | Application/Interview |
| Excellent standards of literacy and numeracy. | 🗸 |  | Application/Interview |
| Up-to-date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and in HE. | 🗸 |  | Application/Interview |
| Ability to develop creative and innovative resources. | 🗸 |  | Application/Interview |
| Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines. | 🗸 |  | Application/Interview |
| Education and Qualifications |  |  |  |
| Qualified Teacher Status/Qualified Teacher Learning and Skills | 🗸 |  | Application |
| Strong academic background in specialist subjects.  | 🗸 |  | Application |
| At least 2:1 honours degree. |  | 🗸 | Application |
| Attitude and Personal Qualities |  |  |  |
| Excellent interpersonal skills and ability to establish and maintain good working relationships with others. | 🗸 |  | Application/Interview/References |
| Ability to work independently and as part of a team member.  | 🗸 |  | Application/Interview/References |
| Commitment to the College Mission culture and ethos. | 🗸 |  | Application/Interview/References |
| Ability to work with motivate students. | 🗸 |  | Application/Interview/References |
| Positive and Enthusiastic. | 🗸 |  | Application/Interview/References |
| A positive attitude to IT and a willingness to learn to use digital resources effectively. | 🗸 |  | Application/Interview/References |
| Commitment to the College’s Teaching and Learning Strategy. | 🗸 |  | Application/Interview/References |
| Active participation in continuous professional training and development. | 🗸 |  | Application/Interview/References |
| Suitability to work with children. | 🗸 |  | Enhanced DBS clearance/References |
| Commitment to equality of opportunity and anti-discriminatory practice.  | 🗸 |  | Application/Interview |
| Sensitivity to community issues. | 🗸 |  | Application/Interview |
| Ability to respond flexibly and creatively to new challenges and opportunities. | 🗸 |  | Application/Interview/References |
| Empathy with the 16-19 year age group and the provision of a quality service for young people. | 🗸 |  | Application/Interview |

**The Job Description for Subject Tutor was agreed as detailed below and will be kept on the personal file within the HR department.**

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| **Name of the post holder:** | **Date:** | **Version number:**  |
|   | July 2014 | 1 |
| **Signed:** | **Date:** |  |