

This job description complements that relating specifically to the post and Conditions of Service as laid down in Sixth Form Colleges Association (SFCA) Teaching Staff Handbook or any such document which replaces it.

**Responsible to:** Head of Department

**Salary:** NSP1 to NSP9 of the Sixth Form College Association Pay Scale, UQ1 to UQ5 of the Unqualified Pay Scale

**Pension:** Staff are enrolled in the Teachers' Pension Scheme, a contributory scheme with the option to opt out in a transitional period

**Job Purpose:** To contribute to the fulfillment of the College vision through:

### **1. TEACHING**

**To sustain high standards of teaching and learning in the delivery of the courses for which s/he is responsible through:**

- a) planning and preparing lessons appropriate to the educational needs and examination requirements of the students at Long Road;
- b) setting, assessing and marking students' work as determined by college policy, maintaining clear and accurate records;
- c) reporting on students' attendance and progress through the college procedures as outlined in the attendance policy;
- d) supporting students through communication and/or meetings with Progress Coaches, Heads of Studies and parents as necessary;
- e) ensuring a thorough and up to date knowledge of his/her subject(s);
- f) participating in the evaluation and review of courses of study and teaching methods;
- g) working with the Head of Department and departmental colleagues balancing the need for autonomy and initiative with the need to work as part of a team.

### **2. TUTORIAL**

**To monitor the attendance, progress and well being of the students in the tutor group by:**

- a) maintaining high standards of administration and record keeping
- b) communicating with subject teachers, Progress Coaches, Heads of Studies and parents to ensure support for students progress;
- c) liaising with Progress Coaches and Heads of Studies to ensure that students have access to guidance, information and advice on progress, courses and careers;
- d) writing references to support student applications to FE, HE and/or employment;
- e) delivering the tutorial programme.

### **3. COLLEGE WIDE RESPONSIBILITIES**

**To contribute to the success and development of the college by;**

- a) observing health and safety procedures as laid down in college policy;
- b) promoting the college's commitment to safeguarding and promoting the welfare of young people;
- c) promoting the college's Equal Opportunities Policy;
- d) contributing to the college Enrichment provision;
- e) carrying out invigilation duties for internal and external examinations;
- f) attending staff briefing, full staff, departmental and course team meetings as required and other such meetings as required by the Principal;
- g) participating in the college's Professional Review and Development scheme PRD
- h) taking part in any other activity which may reasonably be requested by the Principal.

PERSON SPECIFICATION - TEACHER		
Specification	Essential	Desirable
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>Degree in related field or equivalent</li> <li>Teaching qualification/qualified teacher status or willingness to train</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Successful teaching experience or teaching practice in the subject in the 14 – 19 sector or post-16</li> </ul>	<ul style="list-style-type: none"> <li>Exam board experience as a marker or moderator</li> <li>Evidence of good examination results and added value</li> </ul>
<b>Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent teaching skills</li> <li>Inventive and creative approaches to teaching and learning</li> <li>Ability to teach to <b>Level 3</b></li> <li>Ability to give high quality feedback to students to enable them to achieve high grades</li> <li>Good communication skills both verbally and in writing</li> <li>Good IT skills</li> <li>Ability to work as part of a team and to contribute to its development</li> <li>Good organisational and time management skills</li> <li>Flexible approach to work</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of recent developments in the curriculum area</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Enthusiasm for working with young people</li> <li>Ability to form good relationships with students</li> <li>Willingness to act as a personal tutor</li> <li>Commitment to continuing professional development</li> <li>A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> <li>Willingness to undergo an enhanced DBS check</li> </ul>	

Reviewed	March 2017
Reviewed by	Charlotte Muir