

JOB DESCRIPTION

JOB TITLE: Trainee Teacher (part/full time, fixed term contract until May 2028)

RESPONSIBLE TO: Section Leader

JOB PURPOSE: The Trainee Teacher will work as a supervised member of the Faculty/Department. Over the course of the apprenticeship, a trainee teacher will learn and develop the skills and knowledge to enable them to become a Qualified Teacher (Level 5 Diploma) such that they can help students develop their knowledge and skills and make the best possible use of their potential.

A. MAIN RESPONSIBILITIES:

1. To plan and prepare courses and lessons as required
2. To teach students including setting and marking work
3. To assess, record and report on the development, progress and attainment of students
4. To provide guidance and advice to students on educational and social matters, further education and careers and be a personal tutor if required
5. To communicate with and consult parents of students
6. To participate in arrangements for performance review and staff development activities, management and administrative activities.
7. To maintain discipline and safeguard the health and safety of students
8. To attend meetings, provide cover and participate in arrangements for examinations.

B. GENERAL RESPONSIBILITIES:

All College employees are expected to:

- Maintain their own continuing professional development and attend meetings, training and conferences, as required.
- Maintain discretion and confidentiality as appropriate for the post.
- Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
- Positively promote and represent the College both internally and externally, particularly within the local community.

- Proactively assist in the management of students and visitors throughout the College.
- Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
- Liaise with other departments/faculties and members of staff, as appropriate.
- Participate in College events, as required.
- Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION

The College regards the following as important criteria and will look for evidence that candidates meet as many as possible.

C. QUALIFICATIONS

1. A degree involving the teaching subject or a closely related subject.
2. Teaching qualification or relevant experience.
3. Qualified by relevant experience.

D. EXPERIENCE

1. Experience of working with students in the 16 – 18 age range. Sixth Form College experience would be advantageous.
2. Experience of having a significant impact of student attainment.
3. Experience of managing student behaviour and resolving parental concerns.
4. A demonstrable record of success in previous roles.

E. KNOWLEDGE AND AWARENESS

1. Up-to-date knowledge of the subject area, syllabus requirements and appropriate teaching techniques; an awareness of requirements of awarding bodies.
2. Knowledge of principles and practice relating to outstanding teaching, learning and support.
3. Clear understanding of safeguarding processes and procedures.
4. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

F. SKILLS

1. Excellent interpersonal and communication skills (both orally and in writing) including the ability to listen, influence and to consult at a face to face level on a wide range of issues.
2. Innovative resourceful, creative with the ability to achieve the highest levels of quality and performance.
3. Effective decision- making skills with analytical and problem- solving abilities.
4. Excellent administrative, recordkeeping, organisational and IT skills (e.g Microsoft Office software suite - Word, Excel, PowerPoint and Outlook).
5. An ability to take responsibility for several challenging tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

G. PERSONAL QUALITIES

1. Clarity of vision and philosophy, centred on the individual student's value and potential.
2. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
3. High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed.
4. Strong intellectual powers and the ability to be reflective.
5. Personal and professional integrity which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations and have complete respect for confidentiality.
6. Willingness to confront issues and make difficult decisions.
7. Passionate about teaching learning & assessment, quality improvement, and the wider Sixth Form College experience.
8. To work collaboratively and constructively as a member of a team and to support colleagues as required.
9. A proactive approach demonstrating an openness to change.
10. The suitability to work with children.
11. A commitment to the College's values and a shared responsibility to achieving greatness.
12. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
13. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
14. A commitment to continuing professional development.
15. A commitment to equality of opportunity.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY AND CONDITIONS

ANNUAL FULL TIME SALARY: Sixth Form Colleges' Spine Point 1 £33,465 pro rata for a maximum of 4 days plus paid for training hours as follows.

Academic Improvement Mentor Salary - Salary Sixth Form Colleges' Support Spine Point 14 £24,454 pro-rated for part time hours and 37 weeks per year.

The model used for the 2 years is:

Year 1:

7.5 hours of training on Fridays paid at the annual pro rated salary £4,042.

Year 2:

4 hours of training on Fridays paid at the annual pro rated salary £2,154.

CONTRACT: All full-time teaching staff work on 195 days with 1265 hours of directed time per year. They may be required to work up to two evenings per week within this framework and are required to participate in the performance review scheme.

START DATE: 24/08/2026

END DATE: 31/05/2028

APPRENTICESHIP PROGRAMME: The successful candidate would need to undertake an apprenticeship programme with the College which includes completing the Level 5 - Learning and Skills Teacher (18 months plus an End Point Assessment).

DISCLOSURE: The College will seek an enhanced disclosure from the Disclosure and Barring Service.

Closing date for all completed application forms: Tuesday 19th May 2026, at 8:00am
Interviews planned for week commencing: Monday 1st June 2026