



St John Rigby College

Job Description - Teacher

Post Title Teacher

Purpose

- ◆ To contribute effectively to the work of the College and to the achievement of its mission.
- ◆ To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum that appeals to students
- ◆ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- ◆ To contribute to the creation of a skills-based curriculum in line with the post 16 skills agenda.

Responsible to

Head of Department/Course Leader

Responsible for

The provision of a full learning experience and support for students

Liaising with

Progress Tutors/Coaches and other departmental teaching staff

Working time

195 days per year.

Salary/Grade

The appropriate point on the SFCF scale for teachers.

Main Duties and Responsibilities

- ◆ To teach, according to students' educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
- ◆ To assess, record and report on the attendance, punctuality, progress, development and attainment of students and to keep such records as are required to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- ◆ To undertake a designated programme of teaching, including the delivery of the tutorial programme as required.
- ◆ To ensure a high-quality learning experience for students which meets internal and external quality standards.
- ◆ To prepare and update subject materials.
- ◆ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- ◆ To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to attendance, punctuality, behaviour, engagement standards of work and homework.
- ◆ To closely monitor and challenge student absence, lateness and non-engagement.
- ◆ To undertake assessment of students as requested by external examination bodies, departmental and College procedures.
- ◆ To mark, grade and give written/verbal feedback as required.

Pastoral System Support

- ◆ To promote the safety, general progress and well-being of individual students.
- ◆ To liaise closely with and support the work of Progress Tutors/Coaches and Senior Tutors with regard to pastoral, attendance, punctuality or other welfare issues that might impact on the progress of students.
- ◆ To contribute to the preparation of general reports, including the drafting of subject references.

Curriculum Provision

- ◆ To assist the Head of Department, to ensure that the curriculum area provides a range of courses which complements the College's strategic objectives including Careers Academies and enrichment opportunities.

Curriculum Development

- ◆ To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, the Skills Agenda, examining and awarding bodies and the College's Mission and Strategic Objectives.

Staffing / Staff Development / Recruitment / Deployment of Staff

- ◆ To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- ◆ To continue personal development in the relevant areas including subject knowledge and teaching methods.
- ◆ To participate in the Staff Professional Review (Appraisal) process.
- ◆ To work as a member of a designated team and to contribute positively to effective working relations within the College

Quality Assurance

- ◆ To help to implement College quality procedures and to adhere to those.
- ◆ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed College procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- ◆ To review from time to time methods of teaching and programmes of work to enhance the student experience.
- ◆ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

Management Information and Administration

- ◆ To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS.
- ◆ To complete the relevant documentation to assist in the tracking of students.
- ◆ Attend classes punctually and complete accurately all class records including the register of attendance and schemes of work.
- ◆ Report any variations to the agreed class timetable to the appropriate Head of Department and obtain permission for any long term or planned changes.
- ◆ Keep records as required of all student assessed work and report progress or otherwise at appropriate course team meetings.

Communications

- ◆ To communicate and consult with the parents/carers of students.
- ◆ Where appropriate, to communicate and co-operate with internal/external individuals and bodies as appropriate.
- ◆ To follow agreed policies for communications in the College.

Marketing and Liaison

- ◆ To take part in marketing and liaison activities such as Open Evenings and liaison events with high schools.
- ◆ To actively promote the College through various channels, including social media, community events and collaborate with the marketing team to highlight the College's achievements, programmes and values. By doing so, you will help enhance the College's reputation and attract prospective students.
- ◆ To help with the interviewing of prospective students.

- ◆ To contribute to the development of effective subject links with external agencies.

Management of Resources

- ◆ To contribute to the process of the ordering and allocation of equipment and materials.
- ◆ To assist the Head of Department to identify resourcing needs and to contribute to the efficient/effective use of physical resources.
- ◆ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and the students.

Operational / Strategic Planning

- ◆ To contribute to the whole College's planning activities.
- ◆ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.
- ◆ To plan and prepare courses and lessons

Other specific duties

- ◆ To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- ◆ This job description is subject to periodic review and amendment.

April 2025