

Job Description

Post:	Teacher
Salary Grade:	Salary ranges from Point 1 – Point 9 of the SCC Group pay scale.
Responsible to:	Head of Department (HoD)
Responsible for:	Teaching on programmes up to level 3

Key Purpose

To deliver A level Geography (and EPQ) as required by Head of Department
To participate in all enrichment and extra-curricular activities as required by the Head of Department
To participate in all other required college tasks, such as parents' evenings and open evenings
To act as a personal tutor as required by the college

Duties & Responsibilities

A	To teach related courses in accordance with the college timetable.
B	To support students in their learning.
C	To assess students' progress and maintain accurate records of students' achievements.
D	To provide accurate reports and information to others as required by college quality assurance procedures.
E	Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard.
F	Provide schemes of work by which the curriculum will be delivered.
G	Provide books, materials and facilities within budget allocated.



H	Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.
I	Prepare internal assessments, ensure that marking is consistent with that throughout the department and provide related statistics and comments on performance for the Head of Department.
J	Be aware of developments in your subject in High Schools and keep High Schools informed of courses here, taking part in liaison and recruitment activities both in College and High Schools.
K	Co-operate and liaise with other departments as and when required
L	Carry out other routine and ad hoc administrative tasks as directed by the Head of Department/Head of College.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

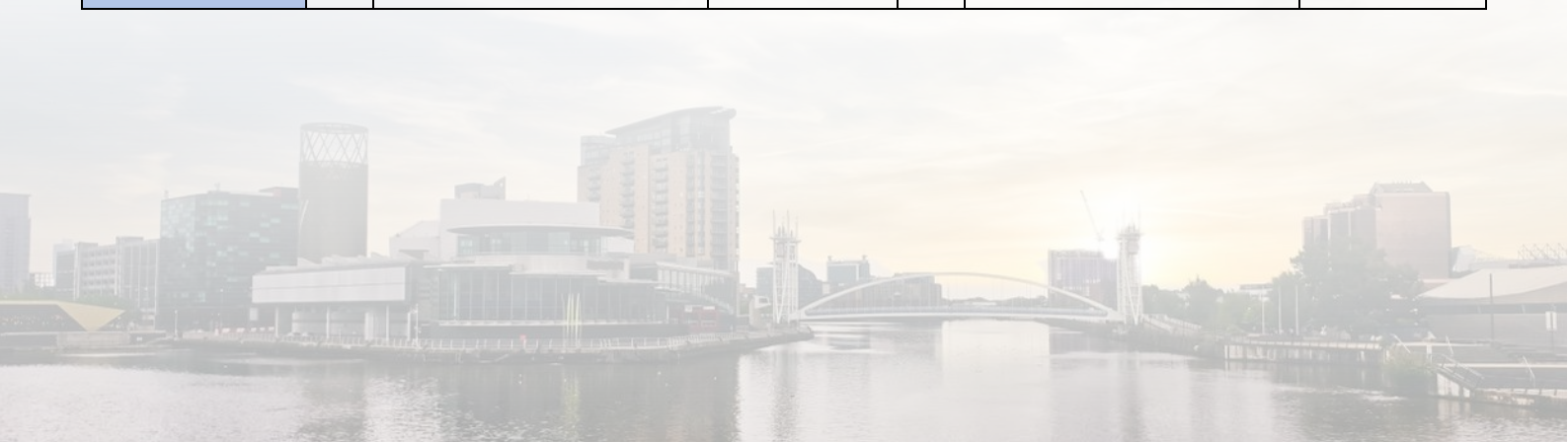
Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	A good honours degree in a related discipline	Application / Certificate	A	Post-graduate degree	Application / Certificate
	2	Teaching qualification (e.g. PGCE).	Application / Certificate	B		Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Ability to teach to advanced levels.	Application / Interview	C	Proven record of teaching advanced levels.	Application / Interview
	5	Ability to contribute to the teaching of a level 3 applied course if required.	Application / Interview	D	Experience of delivering other Humanities/ A Level subject(s)	Application / Interview
	6	Ability to be a personal tutor	Application / Interview			
Knowledge	7	High level subject knowledge appropriate to the role	Application / Interview	E		Application / Interview
	8	In depth understanding of effective teaching, learning and assessment	Application / Interview			
Skills / Qualities	9	Ability to deliver high-effective lessons that	Application / Interview	F	Ability to share best practice with colleagues	Application / Interview



		ensure student progress	Application / Interview	G		Application / Interview
	10	Ability to motivate students will differing abilities and needs.	Application / Interview	H		Application / Interview
	11	Ability to effectively monitor student attainment and use data to improve performance.	Application / Interview			
	12	Excellent communication, interpersonal and organisational skills. Ability to meet all deadlines.				
Other	13	A willingness to contribute to departmental enrichment activities.	Application / Interview		Previous experience of running clubs or extra-curricular activities.	
	14	Be able to contribute to the preparation of Oxbridge/Russell group candidates.	Application / Interview			
	15	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			



	16	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	17	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

