

Job Description

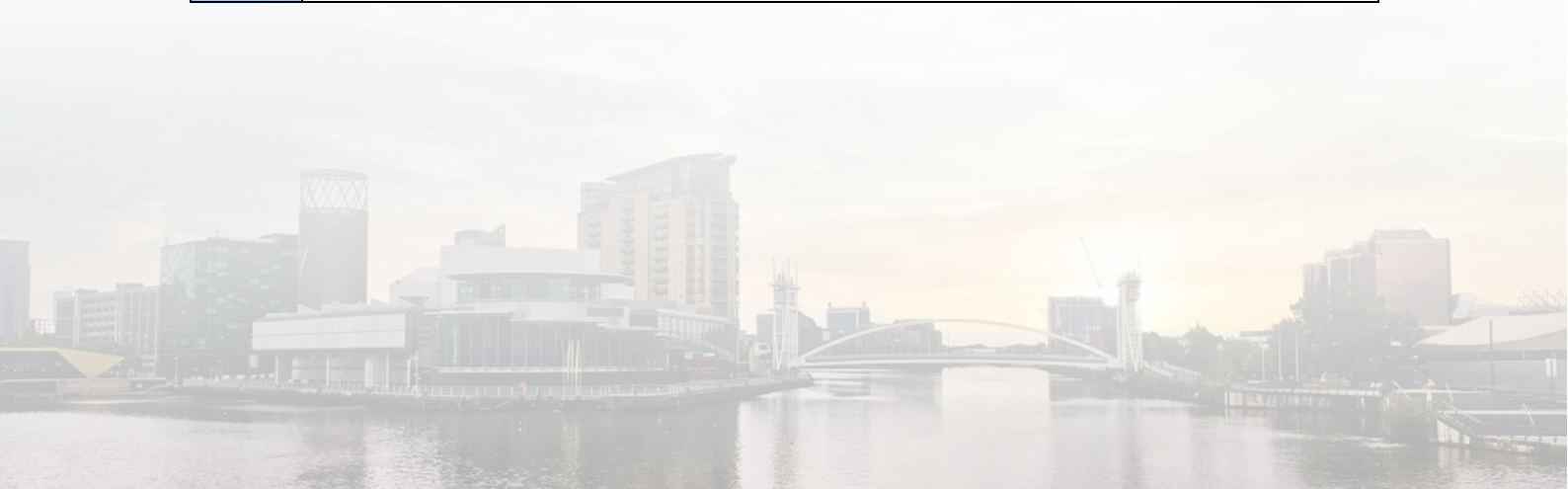
Post:	Teacher
Salary Grade:	Salary ranges from Point 1 – Point 9 of the SCC Group pay scale.
Responsible to:	Adult Skills Project Leader
Responsible for:	Teaching on community programmes up to level 2

Key Purpose

To deliver up to level 2 as required by the line manager
To participate in all enrichment and extra-curricular activities as required by line manager
It is desirable that the teacher can also deliver another subject within another curriculum area.

Duties & Responsibilities

A	Participate in key College processes as required e.g. enrolment
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
C	To work flexibly in the interests of the organisation as required
D	To participate in appraisal and to undertake staff development activities as appropriate
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.



F	To teach related courses in accordance with the college timetable.
G	To support students in their learning.
H	To assess students' progress and maintain accurate records of students' achievements.
I	To provide accurate reports and information to others as required by college quality assurance procedures.
J	Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard.
K	Provide schemes of work by which the curriculum will be delivered.
L	Provide books, materials and facilities within budget allocated.
M	Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.
N	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.
O	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
P	Co-operate and liaise with other departments as and when required
Q	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	Appropriate related honours degree.	Application	A	A good honours degree in a related discipline (2:1 or 1 st)	Application / Certificate
	2	Teaching Qualification (e.g. PGCE).				
	3	Training to include experience of Year 12 and/or 13 teaching (for trainee teachers)				
Professional Development	4	Evidence of ongoing Professional Development	Application / Interview			
Experience	5	Ability to teach up to level 3.		B	Proven record of teaching advanced levels.	Application & Microteach
	6	Ability to contribute to the teaching of a level 3 BTEC.		C	Proven record of teaching a level 3 or level 2 BTEC course.	
Skills / Qualities	7	Ability to motivate students with differing abilities and needs.	Application / Interview	D	Knowledge and experience of the personalised learning agenda.	Application, Interview, Microteach & References (taken on acceptance)
	8	Ability to effectively monitor student attainment and use data to improve performance.		E	Proven record of use of assessment for learning strategies.	
	9	Excellent communication, interpersonal and organisational skills.				



	10	Ability to meet all deadlines.				
Attributes	11	A willingness to contribute to departmental enrichment activities.	Application/ Interview	F	Previous experience of running clubs or extra-curricular activities.	Application & Interview
	12	Be able to contribute to the preparation of Oxbridge/Russell group candidates.		G	Experience of University application procedures and support of Oxbridge candidates	Application, Interview & Microteach
	13	A commitment to high standards of student attendance, punctuality and attainment.		H	Proven strategies for improving and maintaining high student achievement, attendance and punctuality.	
	14	Ability to take responsibility for promoting and safeguarding the welfare of the young people you are responsible for, or come into contact with.		I	Experience of participating in a team which has successfully introduced a new course	
	15	A willingness to perform the role of a personal tutor.				
	16	Wholehearted dedication to getting the best results for every student.				
	17	Dynamic, positive and forward thinking				
	18	Ability to work under pressure whilst maintaining accuracy and effective outcomes.				
		Enjoy working with young people.				



	19	Ability to work on own initiative. Flexible team player.				
	20	Willingness to learn new skills				
	21	High expectations of self and others				
	22	Strong values and commitment to the College's ethos.				
	23	Demonstration of proactive support for equality, diversity and inclusivity.				
	24	A commitment to safeguarding and promoting the welfare of learners.				
	25					
Knowledge	26					
	27	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	28	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	29	DBS Check acceptable to the college will be				



		undertaken for successful applicant	Application / Appointment	
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