Job Description

Post Title:	**Teacher**
Post No:	
Purpose:	• To safeguard and promote the welfare of young people. • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) as appropriate. • To monitor and support the overall progress and development of students as a teacher/Form Tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth. • To contribute to the delivery of the key outcomes of Every Child Matters: stay safe; be healthy, enjoy and achieve; economic well-being; make a positive contribution.
Reporting to:	Curriculum Leader
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Leadership Team, teaching/support staff, Governors, LEA personnel, external agencies and parents.
Working Time:	In accordance with the School Teachers' Pay and Conditions Document.
Salary/Grade:	Main Scale
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Teaching:	• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere. • To ensure the Additional Educational Needs of all students are catered for. • To ensure that ICT, Literacy, Numeracy, PSHCE, enterprise education, work related learning and school subject specialism(s) are reflected in teaching/learning experience of students. • To undertake a designated programme of teaching, • 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 punctuality, behaviour, standards of work and homework.
Pastoral System:	• To be a form tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with a Lead Learning Coordinator/ Learning Coordinator to ensure the implementation of the College's Pastoral System. • To register students, remain with students in assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life. • To contribute to and deliver the College's tutorial programme. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies, outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to PSHCE and enterprise education according to College policy. • To apply the behaviour management systems so that effective learning can take place.
Operational and Strategic Planning:	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. • To contribute to the Curriculum Area and department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole College's planning activities. • To promote and participate, where appropriate, in the College's provision for initial teacher training. • To participate in and contribute to meetings as outlined in the annual meetings schedule.

Curriculum Provision:	• To assist the Curriculum leader, the appropriate AHT, to ensure that the curriculum area provides a range of teaching which complements the College's strategic objectives.
Curriculum Development:	• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.
Staff Recruitment, Deployment and CPD:	• To contribute to the recruitment, induction and professional development of other staff as appropriate. • To take part in the College's staff development programme by participating in the arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management process in accordance with the Performance Management Policy. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the College.
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Quality Assurance:	• To help implement College quality procedures and to adhere to those. • To contribute to the process of College Self Review 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 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.
Assessment:	• To maintain appropriate records and to provide relevant accurate and up-to-date, information for the management information system (MIS), registers etc • To complete the relevant documentation to assist the tracking of students. • To track student progress and use information to inform teaching and learning. • To assess record and report on the attendance, 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 assessment of students as requested by external examination bodies, departmental and College procedures. • To mark, grade and give written, verbal and diagnostic feedback as required.

Communications:	• To communicate effectively with students. • To communicate effectively with parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the College. • To follow agreed policies for communications in the College. • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Target Setting Meetings and liaison events with partner institutions. • 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 in identifying resource 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.

Other Specific Duties:

- To support the College in meeting its legal requirements for worship.
- To promote actively the College's corporate policies.
- To continue own personal development as agreed.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate, including in relation to visits off-site.
- To undertake supervisory duties as outlined in the annual schedule.
- To organise for appropriate work to be done by students for known absences from duty.
- To undertake any other duty specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: 19 March 2013