**Title:** Teacher in Health & Social Care and Early Years

**Reporting to:** Learning Manager

**Responsible for:** Health & Social care and Early Years

**Contract Status:** Associate

**Date:** November 2022

**Role Summary:**

* To deliver high quality teaching, learning, assessment and tutorial support to learners so as to maximise achievement and continuous improvement.

**Main duties**

* Teach and assess on Health and Social Care and Early Years Courses and other courses in the department as agreed with the Learning Manager and/or Director for Learning.
* Act as Personal Tutor to students as required and to deliver tutorials in line with the College Tutorial Policy Contribute to curriculum development and learning resources
* Participate as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
* Ensure students are correctly enrolled with the college/University and maintain and co-ordinate course records
* Collate schemes of work, lesson plans, assessment plans, unit and year handbooks
* Carry out Quality Assurance and Self-Assessment procedures in line with the College’s Quality Policy to include participation in course reviews and QIPs
* Participate in professional collaboration with partner colleges and in the College’s Lesson Observation Scheme
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Organise, contribute and participate in relevant college recruitment events including industrial visits including guidance, enrolment, open events, Parents’ Evenings and Awards Evening
* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Pay due attention to the principles of effective learning such as ICT developments, learning styles, equality of opportunity, differentiation and support for students with learning difficulties and/or disabilities
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**All** job descriptions **must** include the following duties

* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES: (to be included on all job descriptions)**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 12/21. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Teacher in Health & Social Care**

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| --- | --- | --- | --- |
|   | **Essential** | **Desirable** | **How Assessed** |
| **Education/ Qualification and Training**  |  |
| Degree or equivalent relevant higher qualification  |  | x  | Application and Certificate |
| Subject specific qualification at level 3 or above | x |   |  |
| A-C or 9-4 GCSE or equivalent in English and maths | x |  |  |
| Teaching qualification | x |   |  |
| Assessor and Verification awards (or willingness to work towards) | x |  |  |
| Evidence of professional development and continuous updating of skills and Knowledge |  x |  |  |
| **Experience** |  |
| Significant successful teaching and assessing experience |  x |  | Application /Interview |
| Experience of contributing to course design, curriculum development and programme managing |  x |  |  |
| Experience of successfully implementing change |  x |  |  |
| Experience of lesson observation and feedback to staff |   | x |  |
| Experience of tutorial and student support process |  | x  |  |
| **Knowledge and awareness** |  |
| Knowledge of effective approaches to curriculum, course content and leadership | x |   |  |
| Knowledge of trends and initiatives within the subject sector | x |   |  |
| Knowledge of Inspection Frameworks  |   | x |  |
| Knowledge of equal opportunities issues | x |   |  |
| **Skills**  |  |
| Knowledge of IT and its use in the curriculum and decision making | x |   |  |
| Excellent communications and interpersonal skills  | x |   |  |
| Commitment to team working  | x |   |  |
| Strong personal commitment to the college | x |   |  |
| Commitment to achieving excellence through continuous improvement | x |   |  |
| Ability to work flexibly to meet college requirements | x |   |  |