

Title: Associate Teacher in Marine

Reporting To: Learning Manager in Marine

Date: February 2018

Role Summary:

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

Key Responsibilities:

- Teach and assess on courses 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
- Act as an assessor/marker as required, depending on which role is more relevant for the operational effectiveness of the department.
- Ensure students are correctly enrolled with the college and awarding bodies
- Maintain and co-ordinate course records, and collate schemes of work, lesson plans and assessment plans
- Act as internal verifier in line with college policy and liaise with external verifiers
- 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
- Maintain records of progress and co-ordinate reporting to interested parties
- Contribute to curriculum development and learning resources
- Maintain an up-to-date knowledge of developments in the relevant subject/course
- Develop and maintain and co-ordinate effective industrial links
- Organise and participate in relevant industrial visits

- Attend, contribute to and co-ordinate where necessary relevant college events, including guidance, enrolment, open events, Parents' Evenings and Awards Evening as appropriate
- Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
- Carry out Quality Assurance and Self-Assessment procedures in line with the College's Quality Policy
- Contribute to the Faculty Development Plans
- Participate in the College's Lesson Observation Scheme
- To 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.
- To positively promote equality of opportunity for staff and students
- To carry out other duties as may reasonably be required from time to time

NOTE:

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 June 2017. It will be updates in consultation with the post holder as circumstances change.

Person Specification - Teacher Boatbuilding and Marine Engineering

	Essential	Desirable
Education/ Qualification and Training		
Membership of recognised Professional Body		X
Level three qualification or above in related sector	X	
Level 4 or above qualification in related sector		X
Evidence of professional development and continuous updating of skills and Knowledge	X	
Appropriate Assessor and Verification qualifications		X
Teaching qualification		X
Level 2 in English and Maths	X	
Experience		
Significant successful teaching experience		X
Experience of Contributing to course design and curriculum development		X
Experience of successfully implementing change		X
Experience of tutorial and student support process		X
Additional related industry experiences	X	
Knowledge and awareness		
Knowledge of curriculum and course content	X	
Broad knowledge of trends within the 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	