



**Title:** Associate Teacher  
**Reporting to:** Workforce Skills Project Manager  
**Date:** May 2017

**Role Summary:**

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

**Key Responsibilities:**

- Teach and assess on courses as agreed with the Workforce Skills Project Manager
- 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, where appropriate, in line with college policy and liaise with external verifiers
- Maintain records of progress and co-ordinate reporting to interested parties
- Plan interesting lessons and schemes of work
- Maintain an up-to-date knowledge of developments in the relevant subject/course
- Develop and maintain positive relationships with employers
- Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
- 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 May 2017. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Associate Teacher**

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSE Maths & English C and above	✓	
Degree or minimum of level three in subject to be taught	✓	
Appropriate Assessor and Verification qualifications		✓
Teaching Qualification		✓
Evidence of professional development and continuous updating of skills and knowledge	✓	
<b>Experience</b>		
Significant successful teaching experience		✓
Experience of contributing to course design and curriculum development		✓
Experience of lesson observation and feedback to staff		✓
Experience of tutorial and student support process		✓
<b>Knowledge/Awareness</b>		
Knowledge of curriculum and course development		✓
Broad knowledge of trends and initiatives within the appropriate sector	✓	
Knowledge of equal opportunities issues	✓	
<b>Skills</b>		
Knowledge of IT and its use in the curriculum and decision making	✓	
Excellent communication and interpersonal skills	✓	
Commitment to team working	✓	
Strong personal commitment to the College	✓	
Commitment to achieving excellence through continuous improvement	✓	
Ability to work flexibly to meet College requirements	✓	

\*Essential or Desirable