



Title: Teacher in Functional Skills and GCSE
Reporting to: Strategic Manager for Maths and English
Date: March 2017
Grade: 7
Contract Status: Permanent
Hours of work: Full time

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 courses as agreed with the Strategic Manger for Maths and English
- Act as Personal Tutor to students as required and to deliver tutorials in line with the College Tutorial Policy
- 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
- 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 School 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 Individual Professional Review 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

NOTES:

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 03/18. It will be updated in consultation with the post holder as circumstances change.

Person Specification - Teacher in Functional Skills and GCSE

	Essential	Desirable
Education/ Qualification and Training		
Degree or minimum of A level in subject to be taught	X	
Evidence of professional development and continuous updating of skills and Knowledge	X	
Teaching qualification	X	
Level 2 Maths and English	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
Experience of lesson observation and feedback to staff		X
Additional related industry experiences		X
Knowledge and awareness		
Knowledge of effective approaches to curriculum management		X
Knowledge of curriculum and course development	X	
Broad knowledge of trends and initiatives 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	