

**Title:** Teacher in Art and Design

**Responsible to:** Learning Manager

**Grade:** Grade 6/7

**Contract Status:** Permanent

**Hours of work:** 18.5 hours per week

### **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 Learning Manager and Director of Studies.
- 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.
- 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.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Develop, maintain and co-ordinate effective industrial links.
- Participate in relevant industrial visits.
- Attend and contribute to 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.
- Contribute to the Faculty Development Plans.
- Participate in the College's Lesson Observation Scheme.

- 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.
- 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.

**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 April 2015. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION - Teacher in Art & Design**

	Essential	Desirable	How assessed
<b>Education/ Qualification and Training</b>			
Degree or equivalent higher education qualification	✓		Application/ certificates
Teaching Qualification		✓	Application/ certificates
Level 2 in English and Maths	✓		Application/ certificates
Evidence of professional development and continuous updating of skills and knowledge	✓		Application/ interview
<b>Knowledge and skills</b>			
Knowledge of current specification and assessment practice	✓		Application/ interview
Broad knowledge of trends and initiatives within the appropriate sector	✓		Application/ interview
Knowledge of the inspection framework		✓	Application/ Interview
Knowledge of equal opportunities issues	✓		Application/ interview
Knowledge of IT and its use in the curriculum and decision making	✓		Application/ interview
Excellent communication and interpersonal skills	✓		Interview
Commitment to achieving excellence through continuous improvement	✓		Application/ interview
<b>Other</b>			
Commitment to work as a team	✓		Application/ interview
Ability to work flexibly to meet College requirements	✓		Application/ interview