# Title: Teacher in Health and Social Care

**Responsible to:**  Director for Learning - Creative Caring

**Reporting to:**  Learning Manager - Caring, Sport & Foundation Learning

**Grade:** 7

**Contract Status:** Permanent

**Hours of work:** 37 hours

**Date:**  January 2019

**Role Summary:**

* to deliver high quality teaching, learning, assessment
* tutorial support to learners so as to maximise achievement and continuous improvement
* to advise, support and facilitate progression and/ or future employment

**Main duties**

|  |  |
| --- | --- |
| * to act as course co-ordinator and maintain course records, schemes of work and
* assessment plans
* to maintain records of learner progress
* to contribute towards the development of teaching methods, strategies and learning

 resources * to act as a class(s) tutor
* to participate in Parents’ Evenings and Awards Evening
* to participate in open events and taster days
* to participate in the College’s Lesson Observation Scheme

|  |
| --- |
| * to carry out course reviews and QIPs
* to ensure students are correctly enrolled with the college and awarding bodies
* Undertake professional development and training
* Carry out all duties with due regard to Health and Safety Regulations
 |

 |

* 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:**

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 06/17. It will be updated in consultation with the post holder as circumstances change.

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

|  |  |  |  |
| --- | --- | --- | --- |
|   | **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 |   |  |
| Teaching qualification | x |   |  |
| Assessor and Verification awards (or a 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 |   |  |