



Title: Teacher in Business
Responsible to: Learning Manager
Reporting to: Learning Manager
Grade: 7
Contract Status: Permanent
Hours of work: 37 hours per week
Date: September 2017

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 Curriculum Team Leader 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.
- Maintain an up-to-date knowledge of developments in the relevant subject/course.
- Develop and 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.
- 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

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 09/2017. It will be updated in consultation with the post holder as circumstances change.



PERSON SPECIFICATION - Teacher in Business

	Essential	Desirable	How assessed
Education/ Qualification and Training			
Subject specific qualification at level 3 or above.	x		Application/ certificates
Teaching qualification	x		Application/ interview
Assessor and verification awards	x		Application/ interview
Evidence of professional development and continuous updating of skills and knowledge.	x		Application/ certificates
Knowledge and skills			
Significant successful teaching and assessing experience	✓		Application/ certificates interview
Experience of contributing to course design, curriculum development and programme managing.	✓		Application/ interview
Experience of successfully implementing change.	✓		Application/ Interview
Experience of lesson observations	✓		Application/ interview
Experience of tutorial and student support	✓		Application/ interview
Knowledge of inspection frameworks	✓		Interview
Other			
Knowledge of IT and its use in the curriculum		✓	Application/ interview
Excellent communication and interpersonal skills	✓		Interview
Commitment to team working	✓		Interview
Strong personal commitment to the college	✓		Application/ interview
Ability to work flexibly to meet college requirements.	✓		Interview