



Title: Teacher in Functional Skills for Apprentices

Reporting to: Learning Manager

Date: June 2016

Role Summary:

- To deliver and co-ordinate high quality teaching, learning, assessment and individual support to learners so as to maximize achievement and continuous improvement.

Key Responsibilities:

- Teach and assess on courses up to level 2 as agreed with the Learning Manager and/or Director of Learning - Adults
- Act as Personal Tutor to students as required and to conduct interviews and inductions for learners accessing the course
- Act as Course Team Leader as required, contributing to the curriculum file and course timetables.
- Ensure students are correctly enrolled with the college and awarding bodies, co-ordinating with Business Support Services as required
- 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 and co-ordinate records of learner progress and course development, including the course QIP and contribute to the faculty SAR, reporting to interested parties as necessary
- Contribute to and lead the team in curriculum development and learning resources
- Maintain an up-to-date knowledge of developments in the relevant subject/course
- Develop, maintain and co-ordinate effective community, industrial and school links participating in relevant marketing events and visits



- Organise and participate in relevant college recruitment events including industrial visits including guidance, enrolment, open events, Parents' Evenings and Awards Evening as appropriate
- 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 leader, 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 to include participation in course QIPs and SARs.
- 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 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 December 2014. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: Teacher in Functional Skills for Apprentices

	Essential	Desirable	How Assessed
Education/ Qualification and Training			
Degree or equivalent relevant higher qualification	x		Application
Subject specific qualification in English/Maths at level 5	x		Application
Teaching qualification	x		Application
Evidence of professional development and continuous updating of skills and Knowledge	x		Application
Experience			
Significant successful teaching experience	x		Application / Interview
Experience of Contributing to course design and curriculum development	x		Application / Interview
Experience of successfully implementing change	x		Application / Interview
Experience of lesson observation and feedback to staff		x	Application / Interview
Experience of tutorial and student support process		x	Application / Interview
Knowledge and awareness			
Knowledge of effective approaches to curriculum, course content and leadership	x		Application / Interview
Knowledge of trends and initiatives within the subject sector	x		Application / Interview
Knowledge of Inspection Frameworks		x	Application / Interview
Knowledge of equal opportunities issues	x		Application / Interview
Skills			
Knowledge of IT and its use in the curriculum and decision making	x		Application / Interview
Excellent communications and interpersonal skills	x		Application / Interview
Commitment to team working	x		Application / Interview
Strong personal commitment to the college	x		Interview
Commitment to achieving excellence through continuous improvement	x		Application / Interview
Ability to work flexibly to meet college requirements	x		Application / Interview