

## Job Description

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| <b>Post:</b>            | Teacher                                                          |
| <b>Salary Grade:</b>    | Salary ranges from Point 1 – Point 9 of the SCC Group pay scale. |
| <b>Responsible to:</b>  | Head of Department (HoD)                                         |
| <b>Responsible for:</b> | Teaching on programmes up to level 3                             |

### Key Purpose

|                                                                                                   |
|---------------------------------------------------------------------------------------------------|
| To deliver up to level 3 as required by HoD in the curriculum area.                               |
| To participate in all enrichment and extra-curricular activities as required by HoD               |
| It is desirable that the teacher can also deliver another subject within another curriculum area. |

### Duties & Responsibilities

|          |                                                                                                                                                                  |
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| <b>A</b> | Participate in key College processes as required e.g. enrolment                                                                                                  |
| <b>B</b> | To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter       |
| <b>C</b> | To work flexibly in the interests of the organisation as required                                                                                                |
| <b>D</b> | To participate in appraisal and to undertake staff development activities as appropriate                                                                         |
| <b>E</b> | To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with. |



|          |                                                                                                                                                                                             |
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| <b>F</b> | To teach related courses in accordance with the college timetable.                                                                                                                          |
| <b>G</b> | To support students in their learning.                                                                                                                                                      |
| <b>H</b> | To assess students' progress and maintain accurate records of students' achievements.                                                                                                       |
| <b>I</b> | To provide accurate reports and information to others as required by college quality assurance procedures.                                                                                  |
| <b>J</b> | Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard.                                                  |
| <b>K</b> | Provide schemes of work by which the curriculum will be delivered.                                                                                                                          |
| <b>L</b> | Provide books, materials and facilities within budget allocated.                                                                                                                            |
| <b>M</b> | Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.                                                     |
| <b>N</b> | Prepare internal assessments, ensure that marking is consistent with that throughout the department and provide related statistics and comments on performance for the Head of Department.  |
| <b>O</b> | Be aware of developments in your subject in High Schools and keep High Schools informed of courses here, taking part in liaison and recruitment activities both in College and High Schools |
| <b>P</b> | Co-operate and liaise with other departments as and when required                                                                                                                           |
| <b>Q</b> | Carry out other routine and ad hoc administrative tasks as directed by the Head of Department/Head of College.                                                                              |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign the job description:**

**Date:**

**Name of the post holder:**

## Person Specification

|                          | Essential |                                                                                        |                         | Desirable |                                                                         |                                                                       |
|--------------------------|-----------|----------------------------------------------------------------------------------------|-------------------------|-----------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Qualification            | 1         | Appropriate related honours degree.                                                    | Application             | A         | A good honours degree in a related discipline (2:1 or 1 <sup>st</sup> ) | Application / Certificate                                             |
|                          | 2         | Teaching Qualification (e.g. PGCE).                                                    |                         |           |                                                                         |                                                                       |
|                          | 3         | Training to include experience of Year 12 and/or 13 teaching (for trainee teachers)    |                         |           |                                                                         |                                                                       |
| Professional Development | 4         | Evidence of ongoing Professional Development                                           | Application / Interview |           |                                                                         |                                                                       |
| Experience               | 5         | Ability to teach up to level 3.                                                        |                         | B         | Proven record of teaching advanced levels.                              | Application & Microteach                                              |
|                          | 6         | Ability to contribute to the teaching of a level 3 BTEC.                               |                         | C         | Proven record of teaching a level 3 or level 2 BTEC course.             |                                                                       |
| Skills / Qualities       | 7         | Ability to motivate students will differing abilities and needs.                       | Application / Interview | D         | Knowledge and experience of the personalised learning agenda.           | Application, Interview, Microteach & References (taken on acceptance) |
|                          | 8         | Ability to effectively monitor student attainment and use data to improve performance. |                         | E         | Proven record of use of assessment for learning strategies.             |                                                                       |
|                          | 9         | Excellent communication, interpersonal and organisational skills.                      |                         |           |                                                                         |                                                                       |
|                          | 10        | Ability to meet all deadlines.                                                         |                         |           |                                                                         |                                                                       |



| Attributes | 11 | A willingness to contribute to departmental enrichment activities.                                                                                | Application/<br>Interview | F | Previous experience of running clubs or extra-curricular activities.                                  | Application & Interview             |
|------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---|-------------------------------------------------------------------------------------------------------|-------------------------------------|
|            | 12 | Be able to contribute to the preparation of Oxbridge/Russell group candidates.                                                                    |                           | G | Experience of University application procedures and support of Oxbridge candidates                    |                                     |
|            | 13 | A commitment to high standards of student attendance, punctuality and attainment.                                                                 |                           | H | Proven strategies for improving and maintaining high student achievement, attendance and punctuality. | Application, Interview & Microteach |
|            | 14 | Ability to take responsibility for promoting and safeguarding the welfare of the young people you are responsible for, or come into contact with. |                           | I | Experience of participating in a team which has successfully introduced a new course                  |                                     |
|            | 15 | A willingness to perform the role of a personal tutor.                                                                                            |                           |   |                                                                                                       |                                     |
|            | 16 | Wholehearted dedication to getting the best results for every student.                                                                            |                           |   |                                                                                                       |                                     |
|            | 17 | Dynamic, positive and forward thinking                                                                                                            |                           |   |                                                                                                       |                                     |
|            | 18 | Ability to work under pressure whilst maintaining accuracy and effective outcomes.                                                                |                           |   |                                                                                                       |                                     |
|            | 19 | Enjoy working with young people.                                                                                                                  |                           |   |                                                                                                       |                                     |



|       |    |                                                                                                           |                           |  |  |  |
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|       | 20 | Ability to work on own initiative.                                                                        |                           |  |  |  |
|       | 21 | Flexible team player.                                                                                     |                           |  |  |  |
|       | 22 | Willingness to learn new skills                                                                           |                           |  |  |  |
|       | 23 | High expectations of self and others                                                                      |                           |  |  |  |
|       | 24 | Strong values and commitment to the College's ethos.                                                      |                           |  |  |  |
|       | 25 | Demonstration of proactive support for equality, diversity and inclusivity.                               |                           |  |  |  |
|       | 26 | A commitment to safeguarding and promoting the welfare of learners.                                       |                           |  |  |  |
| Other | 27 | Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults | Application / Interview   |  |  |  |
|       | 28 | Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion                     | Application / Interview   |  |  |  |
|       | 29 | DBS Check acceptable to the college will be undertaken for successful applicant                           | Application / Appointment |  |  |  |

