SALFORD CITY COLLEGE GROUP

Job Description

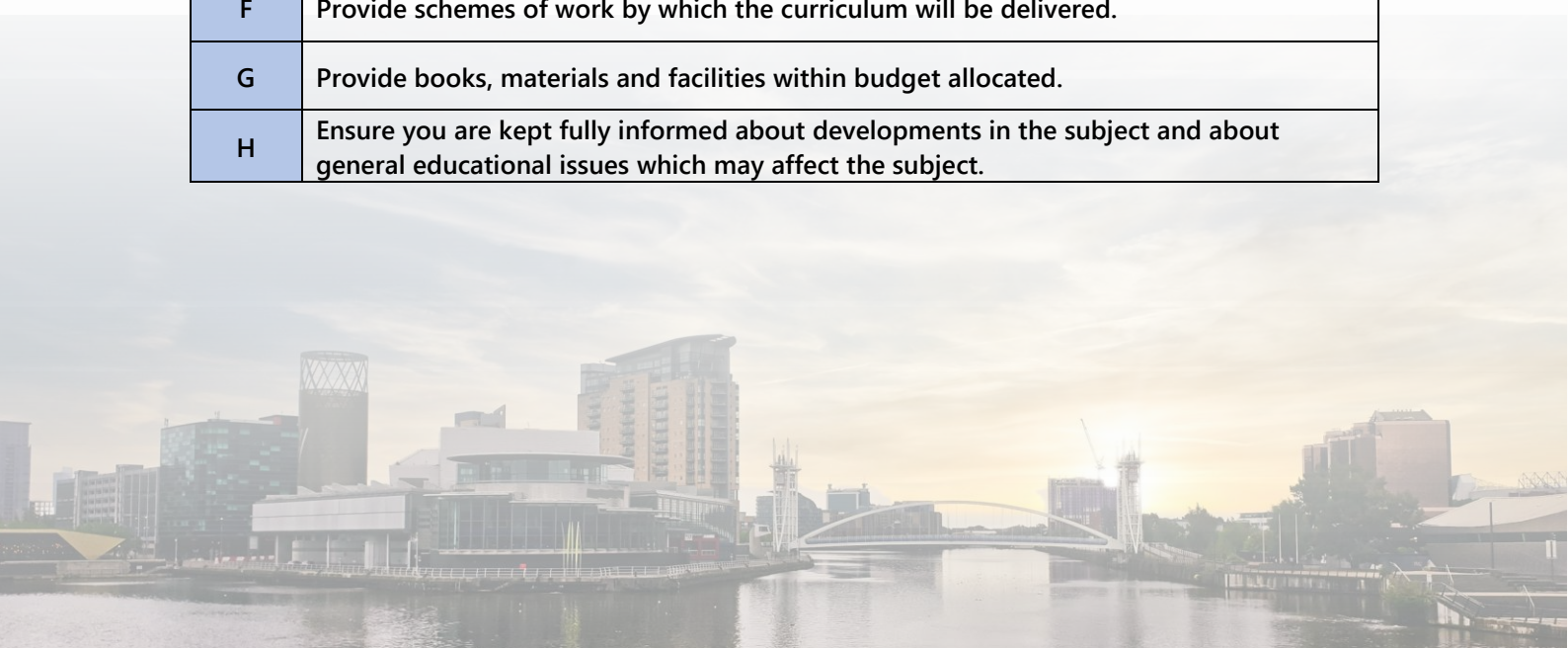
Post:	Teacher GCSE and Functional Skills
Salary Grade:	Salary ranges from Point 1 – Point 9 of the SCC Group pay scale.
Responsible to:	Head of English and maths
Responsible for:	Teaching on programmes up to Level 2

Key Purpose

1.	To plan, deliver and assess high-quality GCSE and Functional Skills programmes up to Level 2 that meet the needs of diverse learners, including those with low prior attainment.
2.	To contribute to departmental performance targets (attendance, retention, achievement), and to participate in enrichment, revision workshops and intervention activities as required.
3.	To promote positive attitudes towards English/maths and help learners overcome barriers to learning.

Duties & Responsibilities

A	**To teach related courses in accordance with the college timetable.**
B	**To support students in their learning.**
C	**To assess students' progress and maintain accurate records of students' achievements.**
D	**To provide accurate reports and information to others as required by college quality assurance procedures.**
E	**Ensure that an appropriate syllabus is selected for any subject for which they have responsibility and delivered to the required standard.**
F	**Provide schemes of work by which the curriculum will be delivered.**
G	**Provide books, materials and facilities within budget allocated.**
H	**Ensure you are kept fully informed about developments in the subject and about general educational issues which may affect the subject.**



I	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.
J	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 as required.
K	Co-operate and liaise with other departments as and when required
L	Carry out other routine and ad hoc administrative tasks as directed by the Head of Department/Head of College.
M	Participate in key College processes as required e.g. enrolment
N	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
O	To work flexibly in the interests of the organisation as required
P	To participate in appraisal and to undertake staff development activities as appropriate
Q	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.

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.



SALFORD CITY COLLEGE GROUP

Person Specification

	Essential			Desirable		
Qualification	1	Appropriate related honours degree	Application / Certificate	A	A good honours degree in a related discipline (2:1 or 1st)	Application / Certificate
	2	Teaching Qualification (e.g. PGCE)	Application / Certificate			
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview	B	Up to date knowledge of English and maths in the FE landscape	Application / Interview
Experience	4	Ability to teach GCSE and Functional Skills	Application / Interview/ Microteach	C	Proven success improving achievement, attendance and engagement in resit learners.	Application / Interview/
	5	Experience of teaching in either a high school or FE setting	Application / Interview	D	Proven record of delivering Functional Skills courses from Entry Level 1 to Level 2	Application / Interview
	6	Experience supporting learners with SEND, anxiety or low confidence.		E	Experience collaborating with vocational areas to contextualise learning.	
Knowledge	7	Knowledge of the GCSE syllabus for English Language/maths	Application / Interview/ Microteach	F	Knowledge of the Functional Skills syllabus	Application / Interview/ Microteach



					content for English/maths	
Skills / Qualities	8	Ability to motivate students with differing abilities and needs	Application / Interview/ Microteach	G	Knowledge and experience of the personalised learning agenda	Application / Interview/ Microteach
	9	Ability to effectively monitor student attainment and use data to improve performance	Application / Interview	H	Proven record of use of assessment for learning strategies	Application / Interview
	10	Excellent communication, interpersonal and organisational skills	Application / Interview/ Microteach			
	11	Ability to meet all deadlines	Application / Interview			
	12	Ability to differentiate for a wide range of needs, including SEND and EAL.				
Attributes	13	A commitment to high standards of student attendance, punctuality and attainment	Application / Interview/ Appointment	I	Proven strategies for improving and maintaining high student achievement, attendance and punctuality	Application / Interview/ Appointment
	14	Dedication to getting the best results for every student	Application / Interview/ Appointment	J	Experience of participating in a team which has successfully introduced a new course	Application / Interview/ Appointment
	15	Dynamic, positive and forward thinking	Application / Interview/ Appointment			



	16	Ability to work under pressure whilst maintaining accuracy and effective outcomes	Application / Appointment			
	17	Ability to work on own initiative Flexible team player	Application / Appointment Application / Appointment			
	18	High expectations of self and others	Application / Appointment			
	19	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview/ Appointment			
	20	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application / Appointment			
	21	DBS Check acceptable to the college will be undertaken for successful applicant				

