



TEACHER

Job Description & Person Specification

Reporting to

Head of Department

1. **Teaching and Learning**

- a. planning and preparing courses and lessons;
- b. teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in College and elsewhere;
- c. assessing, recording and reporting on the development, progress and attainment of students;
- d. continually developing your understanding and practice of teaching and learning strategies, ensuring that the learning space you create and maintain is dynamic and student centred.

In each case having regard to the curriculum for the College.

2. **Other activities**

- a. safeguarding and promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- b. providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions making relevant records and reports;
- c. making records of, and reports on, the personal and social needs of students;

- d. actively relationship building, communicating and consulting with the parents/carers of students;
- e. actively communicating and co-operating and offering support with persons or bodies outside the college in order to make a contribution to the community and continuing to raise standards;
- f. participating in meetings arranged for any of the purposes described above;
- g. being a role model for students at all times.

3. **Assessments and reports**

- a. providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students in line with College policy;
- b. providing developmental feedback which allows students to achieve beyond their minimum grade.

4. **Appraisal and Professional Development**

- a. to engage in the annual lesson observation process of the College and seek to enhance own practice;
- b. to set and work towards achieving targets in partnership with your Head of Department;
- c. to actively seek, and where required engage in, professional development to enhance practice.

5. **Discipline, health and safety**

Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

6. **Staff Meetings**

Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

7. **Cover**

- a. supporting the College in maintaining good levels of education for all students;
- b. providing reasonable cover at key times in negotiation with the Head of Department.

8. **Public Examination**

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangement for students' presentation for, and supervision during, such examinations.

9. **Leadership**

- a. contributing to the selection for appointment and professional development of other teachers and supporting staff, including the induction and assessment of new and probationary teachers;
- b. taking such part as may be required of you in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

10. **Administration**

- a. participating in administrative and organisational tasks relating to such duties as are described above, including the management or supervision of persons providing support of the teachers in the College and the ordering and allocation of equipment and materials;
- b. attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

11. Commitment to Ethos and Culture

- a. adopting a 'can do', problem solving approach to challenges and seek to be positive within College;
- b. adopting an enthusiastic, compassionate, creative and respectful approach to all activities and all relationships which take place with the Sir John Deane's community;
- c. supporting for others, seeking support and guidance for oneself and supporting the College leadership team in order to create a working environment which seeks to allow everyone to be at their best every day.

Person Specification

	Desirable	Essential
Qualification		
Good degree in the specific subject or related area		✓
PGCE/QTS or other teaching qualification (including School Direct training)		✓
Experience		
Teaching experience, either in post or as a trainee/student teacher		✓
Extra-curricular activities to enhance learning	✓	
Pastoral support to support achievement	✓	
Knowledge & Skills		
Strong interpersonal and communication skills		✓
Planned creative, innovative and varied delivery of teaching, learning and assessment		✓
Development of imaginative and stimulating teaching, learning and display materials	✓	
Effective organisational and administrative skills	✓	
Adaptation of Teaching, Learning and Assessment to respond the strengths and needs of all students	✓	

Knowledge and understanding of how students learn and how this impacts on teaching, learning and assessment.		✓
Promotion of, and accountability for, student progress and achievement		✓
Compliance with H&S, Equality and Safeguarding legislation		✓
Safeguarding of students' well-being		✓
Effective ICT skills	✓	

Attributes		
Positive, enthusiastic, 'can do' attitude		✓
Ability to work on own initiative and as a member of a team		✓
High expectations which inspire, motivate and challenge		✓
Keen to improve self and others by participating in continuing professional development		✓
Makes a positive contribution to the wider life and ethos of the College		✓
Always acts in a fair, unbiased and ethical way		✓
Flexible and adaptable approach to work		✓