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| **Teacher – Job Description** |  |

Reporting directly to the Faculty or Deputy Faculty Manager/Progress or Deputy Progress Leader.

The responsibilities and duties appropriate to a teacher fall into two main areas:

**As a member of a faculty**

The Teacher will:

1. Be accountable to the Faculty Manager/Progress Leader
2. Teach one and,a second subject to all levels up to and including A level in some cases
3. Access, review and report on the development and attainment of students
4. Work as part of a team in planning, reviewing and assessing methods of teaching and programmes of study
5. Attend subject and faculty meetings
6. Take a share of the additional support given at certain times to students at both ends of the ability range
7. Be responsible for the attendance and retention of the students in your subject area
8. Participate in meetings and supervisory duties relating to the staff of the college as a whole
9. Be expected to seek and use opportunities for professional development
10. Observe legislation and the College’s guidelines and procedures regarding Equal Opportunities, Health and Safety, Finance and Safeguarding.
11. Carry out any additional duties, as required by the Principal, depending on the ability and skills of the postholder, commensurate with the responsibility and salary

**As a Progress Tutor**

Most teachers act as Progress Tutors, accountable to a Faculty Manager or Deputy Faculty Manager//Progress or Deputy Progress Leader., and each is responsible for the individual care of about 20 students.

A Tutor:

1. Is the student’s first point of contact for pastoral support
2. Reviews the individual’s progress on a regular basis
3. Is responsible for routine administration relating to the student
4. Is responsible for liaison between home and college
5. Provides guidance and advice to individuals or to groups, as provided for in the pastoral programme
6. Be responsible for the attendance and retention of the students in your tutor group
7. Writes reports and references as required
8. Attends meetings of Tutors
9. Liaises regularly with the Faculty Manager/Progress Leader
10. Follows all college processes with regards to Safeguarding
11. Carries out additional relevant tasks as directed.
12. Carrying out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

Signed ………………………………………………………….. Dated ……………………………………

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| **Teacher – Person Specification** |  |

**ESSENTIAL**

**It is expected that the person appointed will have:**

1. a degree or equivalent in the main subject or a related subject
2. a professional teaching qualification or willingness to work towards one
3. awareness of syllabus requirements at Advanced and Intermediate levels
4. sympathy with the College’s culture
5. the ability to motivate students
6. the ability to work with a range of student needs and levels
7. a lively enthusiasm for the subject
8. the ability to relate to teenagers and adults
9. energy, creativity and initiative
10. the ability to work independently and as part of a team
11. good administrative skills
12. a track record of securing excellent student outcomes.

**DESIRABLE**

**It is preferred that the person appointed will have:**

1. a minimum of 2 years’ teaching experience at A level and/or other related level 3 qualifications.
2. successful teaching experience with 16-19 year olds
3. skills in Information and Learning Technologies
4. the ability and willingness to contribute more widely to the curriculum
5. experience of working for an exam board in a relevant subject

**Safeguarding and Recruitment Statement**

Prior Pursglove & Stockton Sixth Form College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.