Teacher – Job Description

Reporting directly to the Faculty or Deputy Faculty Manager

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
2. Teach one subject, and in some instances a second subject, to all levels up to and including A level
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 Tutor

Most teachers act as Tutors, accountable to a Faculty Manager or Deputy Faculty Manager, 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.

Teacher – Professional Duties

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform.

Teaching

(1) (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 in each case having regard to the curriculum for the College.

Other activities

(2) (a) 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) communicating and consulting with the parents of students;
(e) communicating and co-operating with persons or bodies outside the college;
(f) participating in meetings arranged for any of the purposes described above;

Assessments and reports

(3) providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

Appraisal and Staff Development

(4) (a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government.
(b) reviewing from time to time your methods of teaching and programmes of work;
(c) participating in arrangements for your further training and professional development;

Educational methods

(5) advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

(6) 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;

Staff meetings

(7) 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;

Cover

(8) supervising and so far as practicable teaching any students whose teacher is not available to teach them provided that no teacher shall be required to provide such cover:

(a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or

(b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced; unless:

(i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'); or

(ii) the college have exhausted all reasonable means of providing a supply teacher to provide cover without success; or

(iii) she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.

Public examination

(9) 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 arrangements for students' presentation for and supervision during such examinations;

Management

(10) (a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers;

(b) co-ordinating or managing the work of other staff

(c) taking such part as may be required to you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

Administration

(11) (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of person providing support for the teachers in the College and the ordering and allocation of equipment and materials;

(b) registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

Signed:…… Date:……..