



## Job Description - Teacher

### Teaching

- Planning, preparing and recording schemes of work, courses and lessons including homework.
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in College and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students as directed by the Principal or Director of Studies.
- To fulfil other reasonable teaching duties which may arise as appropriate to the needs of the College. This may involve, but is not limited to, teaching a range of ages from Junior College (KS2) to the Senior College (KS4) during one term.

### Other Activities

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her.
- 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.
- Making records and reports on the personal and social needs of students, except in instances where to do so might be regarded as compromising a staff member's own position.
- Communicating and consulting with parents of students.
- Communicating and consulting with such persons or bodies outside the College as may be approved by the Principal or Director of Studies.
- Participating in meetings arranged for any of the teaching or other activities described above.
- To fulfil other activities which may arise as appropriate to the needs of the College.

### Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, except in instances where to do so might be regarded as compromising a staff member's own position.

### Staff Development/Training/Reviews/Meetings

- Participating, if required, in any scheme of staff development and performance review.
- Reviewing regularly his/her methods of teaching and programmes of work.
- Participating in arrangements for his/her further training and professional development in their role at the College, including Performance Development Reviews.
- Advising and co-operating with the Principal, Director of Studies, 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

- Maintaining good order and discipline among students in accordance with the policies of the College 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.
- Participating in meetings at the College which relate to the curriculum or the administration or organization of the College, including pastoral arrangements.

## Public Examinations

- 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 examination.

## Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials.
- Leading assemblies when required.
- Registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

## Working Hours

- Normal working days shall be Mondays to Fridays inclusive.
- You may on occasion be required to work additional contact or non-contact hours as is considered necessary to meet the needs of the College. Such additional hours will be agreed with the Director of Studies or the Principal.
- The Annual Closures are not working time and these days will be designated as holiday. The dates of the Annual Closures will be determined by the Principal and you will usually be advised of them approximately four (4) months in advance of each new academic year.

**All placements are subject to enhanced DBS clearance.**

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**