

**TEACHER**

**Generic information taken from the Conditions of Service. Further details may be discussed at interview.**

**Professional Duties**

Prioritising the safeguarding of all students and participating in training on safeguarding matters.

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

**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.

### **Professional Review and Staff Development**

4. (a) participating in arrangements made for the review of your performance and that of other staff.
- (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 has 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 Examinations**

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 of 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 persons 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.
12. Any other duties as directed by the Principal.

**POST: Teacher**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in relevant subject</li> <li>• Teaching qualification (PGCE/QTS) or commitment to obtain QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> </ul>	Application form/certificates
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Successful teaching career/potential to have successful teaching career</li> <li>• Good classroom management</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching 16-19 year olds</li> </ul>	Application form/ interview/references
<b>Special Knowledge and Training</b>	<ul style="list-style-type: none"> <li>• Good knowledge of subject</li> <li>• To display a commitment to the protection and safeguarding of children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the FE sector particularly Sixth Form colleges</li> </ul>	Application form/ interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal</li> <li>• Excellent organisational</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be a good pastoral tutor</li> </ul>	Application form/ interview/references

	<p>skills</p> <ul style="list-style-type: none"> <li>• Ability to be a good pastoral tutor (if full time)</li> <li>• Ability to lead, motivate and inspire students</li> <li>• Ability and willingness to work as part of a team</li> <li>• To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to attend training courses and network meetings</li> <li>• Good attendance record</li> </ul>		Interview/references

**Note: 'Interview' may include an observed lesson, a presentation and/or separate discussions with other potential team members/colleague.**

## **PERSONAL TUTOR JOB DESCRIPTION**

**Job Title:** Personal Tutor

**Responsible to:** Head of Faculty, through the Lead Tutor

**Purpose:** The support and guidance of a group of sixth form students throughout their programme of study

The role of the personal tutor is of vital importance.

Almost all members of the full-time staff and many part-time staff are tutors.

The personal tutor will fulfil the entitlement to effective guidance and support throughout the student's time at college. They are the only member of staff with an overview of an individual student's progress and, therefore, they have a major responsibility for ensuring that students in their care have access to and take full advantage of all the support and guidance services that the college has to offer.

The current time allocation each week for the personal tutor role is two lessons, to include two half hour group tutorial sessions a week, a cycle of 'one to one' interviews with students as set out in the tutorial programme and, over the year, a contribution to the Symonds lecture programme.

### **Responsibilities**

The personal tutor is responsible for a tutor group of approximately 20 students and is expected to:

- ✓ Promote a positive and supportive environment within the tutor group
- ✓ Review progress regularly in 1 to 1 discussions, using the college's recording systems appropriately
- ✓ Monitor and record lateness and absences and refer any tutees to the lead tutor when appropriate
- ✓ Support and guide students and, where appropriate, refer them to other agencies either within or outside the college
- ✓ Give initial careers and higher education advice and guide students through the UCAS and the job application process; supporting them as they prepare their individual action plans and write their references
- ✓ Act as a channel of communication between students and all other college agencies
- ✓ Initiate and maintain student records
- ✓ Any other duties as directed by the Principal

### **Support for the personal tutor**

The personal tutor works with, and is supported by, a lead tutor and the head of faculty.

There is a planned tutorial programme and tutors will be given detailed support material to help guide them through each aspect of their work with students.