



## **JOB DESCRIPTION**

- Post Title:** Teacher
- Purpose:** To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development.
- To be a personal tutor and to undertake tutorial duties in accordance with college policy.
- To monitor and support the overall progress and development of students as a teacher within the academic and tutorial structure.
- Responsible to:** The Principal through the Head of Faculty, Head of Department and Senior Tutor.
- Liaising with:** Relevant staff with cross college responsibilities, eg. Learning support staff, teachers within the department and faculty, Personal Tutors, Lead Tutors and support staff.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Teaching and Learning**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake the assessment of students' work in conjunction with the Department's Assessment Policy.

### **Operational/Strategic Planning**

- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To actively monitor and follow up student absences and withdrawals.
- To implement College Policies and Procedures eg. Equality and Diversity, Safeguarding, Health and Safety etc.
- To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.
- To contribute to departmental trips, including planning activities and attending events as appropriate.

- In conjunction with the Head of Department, to foster the application of IT in the curriculum, including the development of materials for independent learning.
- To implement Health and Safety policies and practices.

### Curriculum Provision and Development

- To contribute to the development and delivery of the subject.
- To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students.
- To contribute to the development of Key Skills in the subject area.
- To potentially be able to aid delivery of the subject area at GCSE level at a Catholic partnership school.
- Willingness to contribute to the 14-19 provision.

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To contribute to the Professional Development Review system.
- Attend all MANCEP (Catholic Partnership) meetings

#### Deployment of Staff

- To ensure that appropriate arrangements for classes are made when absent.
- To work as part of a team and to ensure effective working relations.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.
- To contribute to the College's procedures for lesson observation, including work scrutiny.
- To implement College quality procedures, especially through contribution to the self-assessment process
- To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to the internal verification system where appropriate in the curriculum area.

### College Information and Administration

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data, especially through use of the electronic markbook.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

- To contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of the practical exams and other external assessments.

### Communications

- To ensure familiarity with the department's aims and objectives.
- To ensure effective communication/consultation as appropriate with parents of students.
- To liaise with relevant external bodies as appropriate.

### Marketing and Liaison

- To contribute to the College liaison and marketing activities which include the delivery of 'Master classes' to feeder schools
- To interview prospective students.
- To link with external agencies as appropriate.
- To contribute to the department's collection of data on destinations.

### Management of Resources

- To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.

### Student Support

- To monitor and support the progress and development of students.
- To monitor student attendance with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- Willingness to write UCAS and employment references for students.

### Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION: TEACHER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Evidence of good teaching of the subject area.	✓		Application, Interview
Evidence of good teaching of the subject area at AS and/or A2 level as appropriate, or BTEC level 3/2 for relevant posts.		✓	Application, Interview
Evidence of consistent/outstanding teaching grades as appropriate	✓		Application, Interview
Evidence of high levels of student satisfaction as appropriate	✓		Application, Interview
<b>Skills and Knowledge</b>			
Excellent standards of literacy and numeracy	✓		Application, Interview
Ability to create high quality materials to use within the department and to use departmental resources and materials effectively	✓		Interview
Competent at preparing equipment for the effective delivery of practical sessions	✓		Interview
Willingness to prepare candidates with exceptional skill, dedication and altruism	✓		Interview
Ability to work with and motivate students	✓		Interview
Ability to work with other staff as a team	✓		Interview
Excellent organisational and administrative skills	✓		Interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, Interview
Ability to meet deadlines	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Up to date knowledge of the subject area.	✓		Application, Interview
Familiarity with Microsoft Office (Word, PowerPoint, Excel, Access)		✓	Application, Interview
Ability to use the Internet		✓	Interview
Ability to teach a second subject (in particular, BTEC IT for the Computing post)		✓	Application, Interview
<b>Qualifications</b>			
A relevant degree level qualification or equivalent in an appropriate subject.	✓		Application, Interview
A teaching qualification	✓		Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Willingness to take and follow advice from line managers, with regard to teaching and learning strategies, use of resources and classroom management	✓		Interview
Willingness to support departmental trips	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
<b>Personal</b>			
Practising Catholic (for Theology/RE posts only) *	✓		Application, Interview
Enhanced DBS Clearance #	✓		Pre-employment check
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, Interview
The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.			
* In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Equality Act 2010.			
# to follow an initial offer of employment			

## SALARY AND CONDITIONS OF SERVICE

Salary will be the Sixth Form Colleges' Teaching Staff Scale with the addition of the Professional Standards payment if applicable.

Teaching staff salary spine from 1 September 2015:

Spine Point	No PSP	With PSP1	With PSP2	With PSP3
1	£21,901			
2	£23,635			
3	£25,505			
4	£27,525			
5	£29,703			
6	£32,053	£34,726	£35,984	£37,378

If you wish to be added to our supply register, along with your application form please include a cover letter indicating why you are applying for the role. Please also indicate your subject preferences and days you would be available to work.

If available, it would be helpful if you could provide details of recent achievement, value-added and retention data of classes you have taught.

Should you have any questions which are not covered in the recruitment literature please do not hesitate to contact the Personnel Department on 0161 226 5156.

### **Rehabilitation of Offenders Act 1974**

You are advised that the post for which you are applying will be subject to full Disclosure and Barring Service (DBS) Clearance and any offer of appointment will be subject to verification of an individual's criminal record and other Disclosure information, which is satisfactory to the Principal (or Chair of Governors for appointment to designated senior posts). The College will assess the relevance of any criminal record and having 'spent' or 'unspent' convictions will not necessarily bar an individual from employment; this will depend upon the relevance and circumstances relating to the offence/information and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure forms will be held for a period of six months after receipt from the DBS and will be destroyed thereafter.