

# COULSDON SIXTH FORM COLLEGE

## Job Description for Teacher

**Responsible to**                      **Head of Department**

**Job Purpose**                      **Teaching, Learning and Assessment**

### Job Responsibilities

- 1 To work with those teaching within the Department to create an environment in which the aims of the Department and College can be achieved.
- 2 To attend regularly meetings of the Department to enable issues relating to the Department and College to be discussed.
- 3 To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.
- 4 To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.
- 5 To assist with, and promote,
  - i) the Department's contribution to the cross-curricular work in the College;
  - ii) the opportunities offered by the Department to students not taking an examination course;
  - iii) the use of ICT in classroom teaching and learning.
- 6 To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.
- 7 To assist in managing effectively and efficiently the physical resources of the Department. In particular, to
  - i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use;
  - ii) suggest suitable items for departmental expenditure;
  - iii) observe the College's health and safety policies and encourage safe working practices.
- 8 To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with Principal/Senior Tutors, and parents, where appropriate.
- 9 To assist with the organisation of work experience as required.
- 10 To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.

- 11 To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.
- 12 To assist with organisation and accompany students on, educational visits which may include overseas, residential trips.
- 13 To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, ALIS and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.
- 14 When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.
- 15 If required, to be a personal tutor and, subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to a Senior Tutor.
- 16 To undertake any other particular duties which may be reasonably assigned to you by the Head of College from time to time.

**17 General**

- To develop and maintain professional, productive relationships with all members of staff within the college.
- To be aware of your college entitlement to professional development;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the college's health and safety policy and to work within its guidelines;
- To work in the interests of students and in accordance with the college's policies and values;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;

May 2018

Signed: ..... Date: .....  
(Post Holder)

Signed: ..... Date: .....  
(Head of Department)

## **COULSDON SIXTH FORM COLLEGE**

### **Person Specification for Teacher**

**The person appointed will be expected to have:**

1. An understanding and support for the ethos of the College and a broadness of vision, which will enable her/him to contribute to policy making across the College.
2. A sound knowledge of the 16–19 curriculum and an awareness of the needs of students in this age range.
3. Appropriate qualification to teach in a Sixth Form College.
4. Appropriate qualifications e.g. Degree or related subject and teaching qualification.
5. The ability and willingness to teach subject area.
6. The ability, and willingness, to offer a second subject if so required.
7. Good interpersonal, organisational and IT skills.
8. A proven track record of success as a teacher, as exemplified by good examination results; for NQT's evidence should consist of an outstanding placement reference particularly with regard to the standard of teaching and learning.
9. The ability, and willingness, to participate in curriculum planning, coursework design and moderation.
10. Commitment, enthusiasm and flexibility in their approach to the subject and the ability to work well as part of a team.
11. The ability to stay positive and meet deadlines even when working under pressure.
12. An awareness of the need for personal development, both as a member of a team and as an individual.
13. Evidence of a commitment to equality of rights and opportunities.