** **

**JOB DESCRIPTION**

**Job Title: Teacher in Animal Management**

**Responsible to: Curriculum Leader**

## 1. Job Purpose

Co-ordinate a programme or group of programmes with responsibility for:

* 1. The quality of the curriculum
  2. Curriculum development and planning
  3. Preparation, tracking and monitoring of assessments
  4. Leadership of the course/subject and team

**2. Key Responsibilities**

2.1 Plan and deliver teaching/learning programmes using a flexible range of strategies and learning styles taking responsibility for the quality of own teaching and related curriculum development

2.2 Develop learning resources/materials to meet individual learner needs

2.3 Act as a subject, personal, or course tutor

2.4 Assess student competence and devise assessment processes tailored to each individual learner

2.5 Provide student advice, support, and induction

2.6 Contribute to School curriculum development activities

2.7 Assist in the student enrolment and internal and external marketing activities of the College

2.8 Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans

2.9 Work within agreed targets/objectives

**3. Specific Duties**

3.1 Maintain records that document learner progress with resulting actions

3.2 Embed English and Maths into the delivery of each session

3.3 Produce documentation of learner profiles, produce schemes of work

3.4 Track and monitor learner progress and action strategies to ensure learner improvement

3.5 Undertake staff development as appropriate to ensure professional development remains current

**4. General Duties**

4.1 Ensure that the College policies on Health and Safety are fully implemented

4.2 Observe and implement the College’s Equal Opportunity Policy

4.3 Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with

4.4 Any other duties commensurate with the grade of post.

**5.** **Budget Responsibility**

The post holder **is not** a budget holder under the College’s accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

**6. Continuing Professional Development**

The post holder will proactively take part in the College’s Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

### 7. Health and Safety

The post holder will be required:

* To take reasonable care to safeguard their own safety and that of others with whom they work;
* To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
* Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
* To report immediately any defects in plant, equipment or the working environment

### 8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

**9 Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

* Respect for learners and staff
* Professionalism
* Excellence in service delivery
* Commitment
* Transparency

**10. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**11. College Policies and Procedures**

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal) ……………………………………………………… Date:……………………**

**Signed: (Post holder) ………………………………………………………. Date:……………………**

**Teacher of Animal Management**

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| --- | --- | --- | --- | --- |
|  |  | **E** | **D** | **How?** |
| **Qualifications & Training** | * Literacy and Numeracy to at least Level 2 * Degree in relevant subject (2:1 or above Desirable) * PGCE or equivalent qualification * Assessor / verification qualifications * Level 3 professional catering qualifications | **A**  **A** | **A**  **A**  **A** |  |
| **Specialist Knowledge** | * Knowledge of Animal Management qualifications and industry * Animal Care related qualification * Evidence of professional updating | **A/I**  **A/I**  **A/I** |  |  |
| **Experience** | * Successful track record of delivering Animal Management qualifications * Experience of targeting needs of learners and supporting their needs effectively * Industrial experience with the Animal Care industry | **A**  **A/I**  **A/I** | **A/I** |  |
| **Skills and Attributes** | * Ability to plan curriculum flexibly and effectively with a focus of delivering outstanding teaching and learning * A strong team player with excellent communication skills * Ability to teach consistently good and outstanding lessons * An organised individual who can structure and plan time effectively | **A/I**  **A/I**  **A/I**  **A** |  |  |
| **Other** | * Fit for the duties of the post * DBS check on application | **A**  **A** |  |  |

**E = Essential D = Desirable A = Application O = Observation I = Interview T= Test**