

School of APC**Teacher in Law****(Full time, Fractional or Hourly Paid roles available)****Ref: ME2021037****Job Description**

Location:	Booth Lane
School:	Academy, Public Sector & Commercial Enterprise
Scale of Post:	Teacher Band B
Subject Specialism/Expertise:	Law (Criminal and Civil)
Reporting Relationships:	None
Responsible to:	Curriculum Manager

Job Purpose

The purpose of this role is to plan and teach Law on agreed programmes at all levels and to contribute to their continued development.

The successful applicant will also be expected to develop, monitor, maintain and record learner progress within both full-time courses and part time programmes.

Expectations of the Post Holder

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and faculty targets within the College's annual planning and staff performance review processes and budgetary constraints and:

- a. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all teacher practices.
- b. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- c. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry-based work

shadowing, attending seminars, College staff development days and training events appropriate to the job role.

- d. Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- e. Support cross college events such as Open Evenings and Enrolment sessions when required.
- f. Adhere to all College procedures.
- g. At all times seek to serve the best interests of the College.
- h. To provide cover for teaching and or related activities.

Duties and Responsibilities

Teaching

1. To undertake a teaching commitment as defined by the College, full time up to **855** hours per year during the academic year, either on or off site. Fractional or Hourly paid posts also available.
2. To teach using different methods so that all learners progress.
3. To plan learning programmes for groups of students, and to guide them through the learning process (target setting, action planning, review, progression).
4. To deliver learning, plan and undertake assessment on an agreed range of programmes, using an appropriate range of learning methods and activities, including new technologies. In this role to prepare appropriate essential documents including:
 - a. assessment plans
 - b. schemes of work
 - c. lesson plans
 - d. teaching & learning materials
 - e. individual learning plans
 - f. assignments
5. To mark student work in a timely fashion and provide good feedback to drive improvement, to include spelling, grammar, punctuation and to embed English and Maths to all lessons.
6. To act as a personal tutor and deliver tutorials.
7. To promote high attendance to College targets & follow up non-attenders as directed by the Area Head or Curriculum Manager.
8. To maintain accurate records of students' retention, achievement and attendance using e-registers, and provide reports on student progress as required, using electronic ILPs. To mark registers by the close of day.
9. To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.

10. To undertake data checks as directed by Managers.
11. To provide outstanding learning experience to students, maximising and showcasing of the use of ILT.
12. To act as Course/Subject Leader if required.
13. To promote Equality & Diversity and Safeguarding in teaching and learning.
14. To promote British values and PREVENT.
15. To participate in formal and informal lesson observation and appraisal.
16. To take responsibility for specific course organisation and curriculum development work.
17. To contribute to planning, development and evaluation of courses, course materials, assessments vehicles, either independently or as part of a team.
18. To be the agreed point of contact for a course.
19. To take responsibility for compiling and maintaining a programme management file for a course.
20. Liaise and report on candidate progress with the Business Centre

Assessment

1. To undertake assessment of students within the College, at the students' places of employment and placements as appropriate and necessary.
2. To set and / or invigilate students' examinations as appropriate and necessary.
3. To verify examination / assignment material as appropriate and necessary. Act as an Internal Verifier if required.

Student Recruitment and Support

1. To undertake student recruitment, including the selection and interview process, and testing.
2. To undertake student enrolment, including pre-course advice and guidance, student enrolment, and induction. To contribute to Open Evenings, parents' evenings and similar events as required.
3. For students requiring Additional Learning Support, to devise/update Individual Learning Plans, including (where appropriate) identifying learning activities to be carried out by a Learning Support Assistant; and to agree with the LSA a continual management of progress and up-dating of the Individual Learning Plans.

4. To compile student profiles for each group, using initial assessment and free writing results
5. To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to students.

School Role

6. To be prepared to act as a Course Team Leader, or undertake other administrative roles within the Department or College.
7. To work as part of the course team, contribute to Course Team reports and team meetings.
8. To respond effectively to queries from students, colleagues and outside organisations.

Marketing

9. To take part in marketing activities as appropriate.

Curriculum Development

10. To contribute to curriculum development as appropriate. This includes identification of course requirements, planning, development and evaluation of courses and course material.

Administration

11. To undertake necessary organisational / administrative work.
12. To ensure student registers are accurate and that withdrawals are notified promptly as per College Policy for all classes taught / tutored.

College Management Information System

13. To ensure that accurate, complete and up-to-date data is held on the corporate and local databases and other information storage and retrieval systems.
14. To ensure class lists are correct.

Research and Consultancy

15. Where appropriate, undertake individual or collaborative research and consultancy work in consultation with the management of the Faculty.

Provision of External Training for Students

16. Ensure relevant trips or work experience placements are organised for students where these are appropriate to the courses.

The above list is neither exhaustive nor exclusive, and the post holder will be expected to undertake any other duties within his / her capability and experience.

Other Information

Equal Opportunities

The College is committed to the principle of equality of opportunity and requires that the post-holder adheres to the College's Equality & Dignity at Work Policies. The aim is to ensure that no colleagues, learners, potential employees, governors, visitors or others are harassed, or receive less favourable treatment on the grounds sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Training and Appraisal

Opportunities for training are available to all members of staff, and you may be required to attend, from time to time, training courses concerning your employment. The College also operates an Appraisal System, and all members of staff are expected to take part in the process.

Health and Safety

Under the Health & Safety etc. at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Safeguarding

The College is committed to the safeguarding of all its students, staff and visitors and provides a safe physical environment. The College ensures safeguarding legislation and guidance are adhered to and considered when developing and revising policies and procedures. The College has policies and procedures in place to deal effectively with child protection and safeguarding issues as well as recording and monitoring processes. The College has a legal duty to ensure measures are in place to safeguard students from radicalisation and extremism and as such actively encourages the promotion of British values. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities and to promote values of openness, tolerance and facilitating free debate

Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the post holder's work. Unauthorised action being taken, in accordance with the College's disciplinary procedure, may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

**Northampton College
School of APC
Teacher – in Law**

Person Specification

Requirements	Essential
Educational attainment	<ul style="list-style-type: none"> • English and Maths at GCSE grade C or above, or equivalent level 2 qualifications. • A relevant qualification at Level 4 or above/degree level or an equivalent qualification in a vocational area. (Please refer to subject Specialism/Expertise on page 1) • A recognised Level 4 teaching qualification or agreement to work towards one on appointment (see descriptor for band B and C below)
Knowledge, Skills and Aptitudes required	<ul style="list-style-type: none"> • Proven ability or able to demonstrate aptitude to teach • Understanding the importance of embedding English and Maths. • Strong IT skills and able to use ILT to support learning • Proven ability to work both independently and collectively within a team and with a range of colleagues across college • Excellent communication and interpersonal skills, both oral and written with the ability to work effectively with a wide variety of audiences both within and outside the college • High level of organisational and administrative skills as required for this post. • Understanding of the need for, and commitment to an excellent pastoral care system to support students in their academic activities • An understanding of the significance of equality of opportunity • An understanding of the importance and relevance of safeguarding within the educational environment
Experience required	<ul style="list-style-type: none"> • Relevant experience in schools or colleges or industry. • Proven experience of implementing quality processes to ensure good teaching and learning.
Personal qualities required	<ul style="list-style-type: none"> • Emotional resilience in dealing with challenging behaviours. • Flexible ‘can do’ approach and willingness to work outside of normal office hours when required

Circumstances	<ul style="list-style-type: none">• Willingness and ability to travel between sites as part of the role
Attributes	<ul style="list-style-type: none">• Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment

Northampton College
Department of Academy, Public Sector & Commercial Enterprise
Teacher in Law
Conditions of Service

Contract:	Permanent - Full Time, Fractional or Hourly Paid
How to Apply:	Applications should be submitted via the Northampton College Website: www.northamptoncollege.ac.uk
	Closing Date: (Noon), Monday, 12 April 2021 Interview Date: Tuesday, 4 May 2021
Annual Leave:	Holiday entitlement will be 53 days per holiday year (1 September - 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year. (Entitlements are adjusted proportionately for part time roles).
Hours of Employment:	37 hours per week full time, 52 weeks per year annualised hours or pro rata. 855 annual teaching hours. Job share will be considered for this post.
Salary:	In the range of £25,284 (Unqualified Teacher) (or pro-rata) 26,783 - £30,139 Band B (or pro rata). (Qualified Teacher) Salaries are paid monthly on the last working day of the month. You will be required to have an account with a bank or building society, which can accept a direct credit transfer. (See below detailed Teaching Band and Point description)
Teaching Qualification:	If candidates do not currently hold a teaching or assessors' qualification, they must undertake relevant training as a condition of appointment.
Probationary Period:	12 months.
Location:	Staff are required to work on any site as required.
Smoking:	A No Smoking Policy is in operation throughout the College.
Termination:	1 month's written notice on either side during probationary period, 3 months' written notice on either side after confirmation of appointment.
Medical Report:	Upon appointment, you will be required to complete a Medical Questionnaire and may be required to undergo a medical examination.
DBS Check:	An enhanced DBS check is required for all posts within the College before you start work.
References:	The appointment is subject to two references, which are satisfactory to us.
Appointment subject to:	The conditions of service as recommended by the Association of Colleges as adopted by the College's Governing Body.

- Pension:** A pension scheme is in operation through the Teachers' Pension Scheme. You will be automatically enrolled into the Teachers' Pension unless you optout.
- Representation:** The College recognises UNISON, UCU and AMIE as the appropriate Trade Unions for raising matters of staff concern.
- Car Allowances:** A staff travel and subsistence policy is in operation at the College and staff travelling between sites and on College business can claim a mileage rate for using their car.
- Additional Employment:** Staff are not allowed to engage as an employee, consultant, partner, proprietor or director in any other business without the prior written consent of the Principal.

NB: The details shown under the heading "Conditions of Service" are for broad information only and must not be taken as a complete or authoritative statement. In no way do they constitute a contract of employment.

Teaching Pay Band and Points

The full contractual obligations of teaching staff are set out in the Contract of Employment. These duties may include, but will not be limited to:

Band A, points 1-4

- All forms of pedagogic work including classroom teaching, income earning courses, tutorial work and associated outreach duties, open and distance learning courses and learner placements.
- Associated organisational and administrative work, preparation and marking.
- Preparing and marking College devised examinations and other assessment procedures.
- Assessing and verifying duties, including formal internal verifying duties, as a member of a course team.
- Assessing learner work and providing constructive and developmental feedback.
- Maintaining all systems and records required to support the curriculum and learners.
- Assisting with work experience placements and, where necessary, visiting learners in the workplace.
- Contributing to marketing, publicity and public relations events.
- Participation in appropriate team and college meetings; course organisation including interviewing, advice and guidance, enrolment and induction, assessment and verification, examination entry and results, learner progress monitoring and reporting, destination monitoring, self-assessment.
- Contributing to the College's quality procedures and participating in continuous professional development.
- Collaborating with others to improve own performance.
- Participating in formal lesson observation and staff appraisal.
- Liaising with appropriate personnel with regard to cross college developments in matters relating to own specialism.
- Undertaking the role of a personal tutor as required.

New staff (with Band A level responsibilities) **without a teaching qualification** will start on a point between 1 and 3 and cannot progress until the teaching qualification is reached. Qualified staff delivering at this level of responsibility will start on point 4.

Band B, points 5-8

In addition to the above, duties will also include:

- Undertaking Course leadership as required.
- Taking responsibility for specific course organisation and curriculum development work.
- Contributing to planning, development and evaluation of courses, course materials, assessment vehicles, either independently or as part of a team.
- Being the agreed point of contact for a course.
- Disseminating curriculum and course administration information, as appropriate, to all members of the teaching team, learners and parents/guardians/sponsors.
- Liaising with the programme manager on assessment and verification procedures and implementing actions arising from internal and external verification reports.
- Advising the programme manager on curriculum developments and subsequent resource implications.
- Advising the programme manager of market needs related to course provision.
- Taking responsibility for compiling and maintaining a programme management file for a course.
- Convening appropriate course team meetings and taking responsibility for the implementation of actions.

New unqualified staff appointed to take on these additional responsibilities and duties will start on point 5 and will not progress until they have achieved the relevant teaching qualification. New staff starting with a teaching qualification delivering at this level of responsibility will start from point 6 and progress throughout the band.

Band C, points 10-12

In addition to the above, duties will also include responsibilities such as the following:

- More complex course co-ordination, involving course leading different qualification aims, modes of delivery and across delivery centres.
- Significant curriculum planning and development which may involve disseminating good practice to colleagues.
- Assisting a Programme Manager in the pursuit of his/her duties within a defined area.

*Teachers delivering at this level of responsibility will be paid in band 10-12. **Staff employed to take on duties commensurate to this band must hold a teacher qualification.***