

## JOB DESCRIPTION

<b>Job Title</b>	Teacher
<b>Salary Scale/Grade</b>	Academic Pay Scale
<b>Responsible to</b>	Learning Area Manager
<b>Date of Job Description</b>	December 2021

### **Purpose**

As a teacher you need to plan and deliver learning across any programmes you deliver on to at least a good standard. You need to support, engage and stretch your learners in such ways as to enable them to meet or exceed their target grades. You must set, assess and give feedback on a suitable quantity and quality of student work in a timely fashion, so as to help learners make good or better progress. This should include preparation work for flipped learning activities. You must help your learners meet awarding body requirements for qualifications. You must do all you can to meet or exceed College success rate targets. You need to aspire to achieve outstanding results in the subjects you are delivering.

### **Duties and Responsibilities:**

- To teach on a range of College programmes, providing high-quality learning opportunities that meet the needs of individual students and groups in line with the College's strategic priorities and objectives.
- To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success
- To contribute to the development and delivery of high quality, relevant curriculum and programmes. Curriculum Development responsibilities include:
- Actively contributing to the development of new programmes within the department
- Producing annual schemes of work for all subjects/programmes to be taught

### **Student Recruitment**

Contribute to the ongoing recruitment of learners including via:

- Open Evenings / Open Days and other recruitment activities
- Taster days
- Introduction / Freshers' days
- School liaison events
- Subject information preparation

### **Enrolment**

Active engagement in the enrolment of students on to appropriate programmes by contributing to a range of enrolment processes including:

- Keeping up to date with the latest study programme and entry requirements for students
- Subject enrolment interviewing as required across the enrolment period
- Accurate completion of all enrolment paperwork
- Delivery of school to college bridging programmes as required
- Initial programme checking and sign offs

### **Induction**

Ensuring students are settled onto courses you deliver and are being helped to make early progress, including via:

- Initial diagnostic assessments, ensuring students are placed on appropriate qualifications
- Ensuring an appropriate initial skills-based induction programme is delivered through your lessons and supported by them
- Early development of the core skills needed on programmes
- Transition from level 2 to 3

### **Teaching, Learning and Assessment for Learning**

Ensuring students are receiving a high-quality teaching and learning experience via:

- Preparing schemes of work, resources and learning that will engage and stretch your students, including the development of e-learning resources
- Participate in internal verification activities within the department when required
- The quality of the student experience in your lessons

- The volume, timeliness and quality of student assessment and feedback to enable progress and success
- Support and interventions to ensure good or outstanding student progress
- Active involvement in the sharing of good practice
- Taking risks and innovating
- Active engagement with learning observations and peer observations
- Curriculum development
- Accurate and timely register completion
- Taking a pro-active approach towards your own professional development
- Liaison with parents/carers and other staff to ensure student progress

### **Tracking and Intervention**

- Ensuring students are on course to succeed and if they aren't, that timely and appropriate interventions are in place and being monitored via:
- Regular academic 1 to 1 completion leading to timely PMP production and accurately predicted grades
- Assisting students to exceed minimum target grades
- The achievement of outcomes and retention which meet or exceed targets set
- Attendance and retention monitoring and reporting to Learning Area Managers and Progress Mentors
- Liaison with parents/carers
- Value-added monitoring

### **Achievement**

Ensuring a consistent focus on maximising student achievement, retention and success rates, so that targets are being met via:

- SMART target setting with students
- Monitoring of progress against targets
- Ensuring adequate exam preparation
- Ensuring timely coursework completion
- Mock week planning, preparation and marking
- Delivery of high quality and timely revision sessions

### **Support and Progression**

Ensuring students are receiving the support they need to succeed and progress via:

- Enabling independent learning, including via on-line teaching and learning materials
- Differentiation of learning materials and approaches to meet the needs of a range of learners
- Making sure students have adequate tasks available to them for private study sessions
- Raising welfare and safeguarding issues with your Learning Area Manager
- Liaison with parents/carers

### **Quality, Standards and Compliance:**

- Preparing schemes of work, resources and learning that will engage and stretch your students, including the development of e-learning resources
- The quality of the student experience in your lessons
- The volume, timeliness and quality of student assessment and feedback to enable progress and success
- Support and interventions to ensure good or outstanding student progress
- Along with your students themselves, meeting minimum target grades
- The achievement of outcomes and retention which meet or exceed targets set

- Accurate and timely register completion
- Taking a pro-active approach towards your own professional development
- Liaison with parents/carers and other staff to ensure student progress

#### Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

#### Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

#### Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

#### Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

#### Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

#### Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

#### Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

**GENERAL:**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

## PERSON SPECIFICATION

<b>Job Title</b>	Teacher	
<b>Salary Scale/Grade</b>	Academic Scale	
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree or appropriate trade level in specific subject area</li> <li>• Appropriate teaching qualification, or willingness to undertake</li> <li>• Appropriate Assessor/Verifier qualification, or willingness to undertake</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Teaching experience, or an understanding of the role of a teacher and the professional responsibilities</li> <li>• Relevant and up to date industrial and/or subject related experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering teaching/training in a diverse environment</li> </ul>
Skills, knowledge and competencies	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Good IT skills</li> <li>• Excellent presentation skills</li> <li>• Effective communication and inter-personal skills</li> <li>• Focussed on achieving targets within pre-set timescales</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>• Ability to lead and motivate</li> <li>• Committed to professional standards</li> <li>• Approachable and empathetic</li> <li>• Committed to continuing professional development</li> <li>• Ability to work under pressure</li> <li>• Team worker/team player</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Commitment to the education sector</li> </ul>	

	<ul style="list-style-type: none"><li>• Understanding of safeguarding requirements in education</li><li>• A commitment to equality of opportunity and widening access to education for all</li><li>• This post is subject to an enhanced Disclosure and Barring Service check.</li></ul>	
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The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.