



JOB DESCRIPTION

Job Title: **Teacher**

Reports to: **Head of Department**

Overall Responsibilities:

- To help students develop their skills and reach their maximum potential through the delivery of courses and contributing to the development of Sixth Form curriculum and student experience.

Main Duties:

1. To undertake an agreed teaching commitment that develops students' knowledge, skills and understanding.
2. To enthuse, engage and motivate students to learn and foster their curiosity and enthusiasm for learning.
3. To plan, prepare and deliver a range of lessons maintaining a high-quality learning environment.
4. To provide timely assessments, appropriate feedback and recording of students' progress, development and attainment in order that students understand how to improve their learning.
5. To contribute to the achievement of retention and success targets for courses that you teach.
6. To be pro-active and involved in curriculum development within the department.
7. To participate in arrangements for performance review and staff development activities and events.
8. To organise subject related extracurricular activities, such as external speakers, trips and visits.
9. To apply and maintain Health and Safety guidelines across the department.
10. To participate in departmental meetings and others as required by Line manager
11. To produce written student progress reports and participate in parents' evenings.
12. To contribute to the student enrichment programme.
13. To promote The Bedford Sixth Form at Open Evenings and other promotional events.
14. To be responsible for promoting and safeguarding the welfare of children and young persons in line with BSF policies and procedures.
15. To undertake assigned responsibilities effectively and efficiently within regulatory and legislative requirements.

Statutory duties:

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development**

To participate proactively in training and development including qualification development required in the job role.

April 2020



PERSON SPECIFICATION

Job Title: Teacher

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Degree in a relevant subject • English and Maths or similar at GCSE grade A-C or equivalent 	<ul style="list-style-type: none"> • Second subject • Post graduate qualification / Masters degree • Safeguarding training • Equality and diversity training • ECDL or ITQ Level 2 or equivalent • Level 5 certificate in Education / PGCE or equivalent in line with the Statutory Instrument
Knowledge/ Experience	<ul style="list-style-type: none"> • Current experience of teaching A Level / GCSE in relevant subject(s) • Experience of teaching in a Sixth Form or FE College environment with students 16 – 18 year olds • Demonstrable record of success in teaching • Up to date knowledge of subject area, syllabus, and teaching methods • Experience of using ILT to enhance teaching and learning • Evidence of high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds 	<ul style="list-style-type: none"> • Internal verification experience • Experience of working effectively in a customer focussed environment

	<ul style="list-style-type: none"> Evidence of understanding how to promote equality and diversity within the job role 	
Skills/Abilities	<ul style="list-style-type: none"> Ability to consistently provide high quality teaching and outstanding learning experience for all students Ability consistently to create to a welcoming and supportive environment for students and/or customers Ability to promote a positive image of the Sixth Form internally and to the local community An ability to work as an effective team member Ability to demonstrate an openness to change, work flexibly and with high levels of accuracy A commitment to the Sixth Form values with particular focus on student success Ability to have a robust approach to work demands Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution Ability to communicate effectively and confidently face to face, on the telephone and in writing Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Examination experience at A Level
Special Requirements	<ul style="list-style-type: none"> Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for 	

	<p>raising any concerns</p> <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults• Willingness continuously to update skills and knowledge• Flexible approach to work and working times• Willingness to work at all locations where Bedford College provides a service• Awareness of health and safety requirements relevant to the job	
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June 2020