

**Job Description**

**Post title:** **Specialist Teacher**

**Based at: Cornwall College**

**Grade/salary scale: £35,000 to £37,000**

**Terms & Conditions Teaching Contract**

The Cornwall College Group’s core purpose is ‘Making Learning Work’.

Our evolving strategic intent is to enable inclusive access to a high quality, career led curriculum, developed in partnership with learners, employers and key stakeholders in Cornwall and beyond.

**Specialist Teacher English / Mathematics**

The Cornwall College Group’s mission is to provide exceptional education and training for every learner to improve their career prospects.

The post of Specialist Teacher will form a key part of the English and Mathematics teaching team who will ensure all learners are provided with the highest quality of education to maximise their potential with uncompromising ambition for their overall success.

The post holder will create an inspirational and innovative curriculum which supports learners reaching their full potential, achieving their Functional Skills and GCSE English / Mathematics exams and exiting college equipped with valuable real-world skills. They will take responsibility for their own discrete group(s) of learners whilst on their Functional Skills or GCSE course.

**Key Responsibilities**

* To create and deliver high quality, inspiring, responsive, innovative Teaching, Learning and Assessment.
* Deliver high quality lessons and learning materials that meet learner needs and enable all learners, including those with High Needs, to make progress towards achieving their qualification.
* To be clear on the intent, implementation and impact of all sessions delivered.
* Ensure that all your learners have clear and appropriate SMART targets; regularly set and work with them to develop their skills and knowledge in order to meet these targets.
* Be responsible for adiscrete group(s) of students, including the supervision of, and appropriate assistance / support for students.
* Be responsible for tracking your learners’ progress, targets, performance assessments and outcomes and keeping detailed documentation of these.
* Be responsible for evaluating your learners’ initial and diagnostic assessment and determining their appropriate level, along with entering them for their exam at the appropriate time and exam window.
* Keep and update, all tracking documents of learner and Pro-Monitor systems within college.
* Provide timely feedback to learners using positive and supportive techniques to encourage, motivate, or build confidence.
* Assist in maintaining a positive culture encouraging the development of English/ Mathematics amongst staff and learners
* Attend all relevant course team and departmental meetings
* Attend corporate meetings to improve best practice across the whole college
* Remain up to date in subject specialism, learning and teaching.
* Participate in regular CPD and assist your E/M CAM in the development and delivery of cross college E/M training
* Any other duties consistent with the general responsibilities of the post as may be required from time to time in addition to those listed above. This can include cover for absent colleagues

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| **JD for Specialist Teacher/Lecturer of English/Mathematics** | |
| **Desirable** | **Minimum requirements** |
| Degree in Mathematics / English  (other degree with L5 specialism) | L4 / L5 subject specialism in English or maths or Degree in a relevant related subject, with level 3 English or maths.  Both English and Maths at L2 or above |
| Full teaching Qualification PGCE / PGDE | Full Teaching qualifications, PGCE, DET, Cert Ed |
| Experience in delivering English / Mathematics 16-19 students or secondary students up to GCSE | Successful Experience in 14-19 delivery English / Mathematics Delivery of quality underpinning knowledge which equips learners with real world skills. |
| Outstanding record of achievement | Good record of achievement rates |
|  | Desire and commitment to the development and production of inspiring course materials that promote stretch and challenge and equip learners with real world skills. |
|  | Passionate about providing the best quality learning and education for all our learners. |
|  | A strong commitment to the College values, demonstrating this through behaviours and actions. |
|  | Excellent people skills with the ability to inspire and challenge students to achieve their potential. |
|  | Flexibility to work at other College sites if necessary and work additional hours to meet the requirements of the post |
|  | Experience in development and delivery of discrete subjects including devising and delivering own inspiring, responsive and innovative teaching and learning materials from your own or set syllabuses. |
|  | Experience of assessment of student starting points and accurate analysis of IA and DA to fix a suitable learner level. Assessment of students learning, progression and practical skills. |
|  | Experience and ability in setting clear, meaningful SMART targets, ensuring completion and mastery. |
|  | Experience of working to external examination specifications |
|  | Participation in staff development activities and evidence of CPD. |
|  | Participation in staff briefing sessions, and contribution to marketing and promotional events. |



**Please note:**

Cornwall College is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your Performance Development and Review process, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive, and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up.  Your duties may vary from time to time without changing the general character of the post or the level of responsibility.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality & Diversity Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

For minibus driver roles or those required to drive a minibus as part of their role must have their licences (both the photo card and paper counterpart) checked, before an offer and confirmation of employment, to ensure they meet with legislative requirements and The Cornwall College Group policies ([Pages 27/28  (minibuses) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).

It may also be necessary to check the driving licence of other members of staff, before commencement of employment, where they are required to drive on Cornwall College business to ensure they meet The Cornwall College Group policies ([Pages 40-43 (driving for work policy) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).  If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.