

## Job Description: Community Teacher – Health & Social Care

### Role Specific

1. Teach primarily on counselling programmes at level 3, delivering effective learning to adults. Deliver all elements including teaching, mentoring, learner reviews, timely feedback and assessment
2. To plan and prepare high quality teaching and learning
3. To monitor, review and take appropriate actions to ensure outstanding learner attendance, achievement and progression on substantial accredited qualifications.
4. To accurately assess, mark and provide significant learner feedback on substantial accredited qualifications.
5. To provide effective tutorial and pastoral support.
6. To maintain comprehensive learner records and provide timely information
7. To share best practice and participate in curriculum development and planning activities.
8. To take a role in undertaking quality assurance activity to ensure the curriculum meets the expected standards and complies with all Awarding Organisation requirements.
9. To be responsible for the administration, recruitment, progression and support of learners on substantial accredited qualifications.
10. Be responsible for the appropriate administration of exam entries for the subject and liaise with external awarding bodies, as appropriate
11. Embrace the College ethos that every learner will achieve their full potential.
12. Positively represent the College both internally and externally at all times.
13. Maintain comprehensive, up to date, learner records and provide information as requested using College systems to track and communicate student progress
14. Prepare learners for accreditation, where appropriate
15. Complete reviews of learner progress towards achievement of individual learning goals
16. Take responsibility for achieving the department's targets in retention, attendance, achievements, high grades, added value and learner satisfaction

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

## Job Description: Community Teacher – Health & Social Care

<b>Person Specification</b>	<b>Community Teacher – Health &amp; Social Care</b>
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	<b>Essential</b>
Recognised teaching qualification at Level 5 or above (or a willingness to achieve within the first 3 years of appointment)	<b>Essential</b>
Degree level qualification in a relevant subject or appropriate professional qualification	<b>Essential</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Successful teaching experience in a relevant subject area	<b>Essential</b>
The ability to demonstrate knowledge and understanding of the educational needs of adults	<b>Essential</b>
Knowledge of and proven ability to deliver the curriculum successfully, to a range of learners predominantly at our Accrington and Nelson sites	<b>Essential</b>
Demonstrate a learner centred approach to teaching and learning	<b>Essential</b>
Recent sector related experience	<b>Essential</b>
<b>Personal Skills and Attitudes</b>	
Possess excellent communication skills	<b>Essential</b>
Be a team player	<b>Essential</b>
Ability to develop and promote relevant curriculum effectively both in classroom settings and online	<b>Essential</b>
Ability to use ILT in classroom delivery including interactive whiteboard technology/ provide online delivery	<b>Essential</b>
Access to transport and ability to travel across sites	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Suitability to work with children, young people and/or vulnerable adults	<b>Essential</b>
Full driving licence and access to own transport	<b>Essential</b>
Flexible approach to working times in line with the College (attendance at open events, advice events etc as required)	<b>Essential</b>