

Job Description

Post:	Teacher of A level Accounting
Salary/Grade:	TSS Grades 1-9
Working Hours:	Full time
Responsible to:	Head of Department

Main purpose of the post:

- To ensure a high quality of learner experience and outcomes through highly effective teaching, learning and assessment.

Main Duties:

1. Operational/Strategic Planning

- 1.1 Contribute to setting and meeting standards in the subject area's annual self-assessment report and action plan in line with the College's planning and quality assurance procedures.

2. Teaching

- 2.1 Plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning and assessment) which takes account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.
- 2.2 Use, or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.
- 2.3 Fully adhere to the college assessment policy and procedures.
- 2.4 Fully utilise teaching time to support students and liaise with Pastoral and Inclusive Learning Support teams.
- 2.5 Make effective use of resources and learning technology appropriate to the subject matter/skill being taught.

- 2.6 Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.

3. Curriculum Development

- 3.1 Contribute to curriculum development and diversification in the subject area.
- 3.2 Contribute to the enrichment programme across college.

4. Staffing

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.

5. Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

Discipline

- 5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct and Discipline policy.

Support for Students

- 5.3 Work collaboratively with pastoral and inclusive learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

Learner Involvement

- 5.4 Contribute to the development and implementation of the Student Involvement Strategy in order to improve the quality of provision and to respond appropriately to student needs.
- 5.5 Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.

- 5.6 Provide students with subject-specific support in line with their Individual Learning Plans.
- 5.7 Produce reports and references for students periodically and attend parents' evenings.
- 5.8 Monitor and review student progress in line with the College's student tracking systems and make appropriate interventions as and when required.

6. Quality Assurance

- 6.1 Demonstrate, as a result of teaching that students achieve well relative to their prior achievement (and additional needs where appropriate).
- 6.2 Seek to continually improve standards.
- 6.3 Demonstrate effectiveness by achieving excellent levels of student retention.
- 6.4 Contribute to the Self-Assessment Report and Quality Improvement Plan within the area.
- 6.5 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.6 Keep a professional development file to record personal training and development.

7. Equality and Diversity

- 7.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

8. Management Information and Administration

- 8.1 Keep accurate and up to date records of student attendance in lessons.
- 8.2 Keep accurate records of set work, marks obtained and student concerns commendations using the College's student tracking system.
- 8.3 Ensure all data usage and storage complies with the College's GDPR policy.

9. Communications

- 9.1 Attend College events, briefings and meetings as part of the College schedule e.g. interview evenings, parents' evenings, open events.
- 9.2 Use the College's systems, policies and procedures to communicate issues as required.
- 9.3 Use the college student tracking system to flag student concerns and commendations.
- 9.4 Work collaboratively with the college pastoral and inclusive learning teams in the best interest of students.

10. Marketing and Liaison

- 10.1 Contribute to the marketing and promotion activities of the College and the subject area.
- 10.2 Participate in systems for the recruitment and induction of students.

11. Management of Resources

- 11.1 Manage teaching and learning resources appropriately and to best effect.
- 11.2 Contribute to departmental resources and ensure these are available to on the college VLE.

12. Other

- 12.1 Contribute to the College mission and ethos and support the aims and objectives of the College.
- 12.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect the levels of Health & Safety across the College.
- 12.3 Undertake any other duties of an equal nature as assigned by the Centre Principal or their designated alternate.