

THE CHEADLE & MARPLE COLLEGE NETWORK – Job Description

Name:

Job Title: Subject Teacher

Responsible to: Head of Faculty

To work at both Cheadle & Marple College centres when required

SECTION 1 – GENERAL TEACHING DUTIES

Teaching & Learning

1. To manage student learning through effective teaching in accordance with the team's schemes of work and policies.
2. To demonstrate continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs and provide equality of opportunity for all students.
4. To set work regularly, (in line with scheme of work and College assessment calendar), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
5. To work with Learning Support staff and the College Wellbeing team (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness.
6. To work collaboratively as a member of the team to improve the quality of teaching and learning.
7. To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
8. To take responsibility for the behaviour of students both inside and outside lessons.
9. To act as a personal tutor to students.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. To contribute towards the implementation of Individual Learning Plans, particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess students in line with College's Teaching, Learning and Assessment policy.
4. To be familiar with awarding body specifications and procedures and to prepare and present informative, helpful and accurate reviews.
5. Keep an accurate and timely register of students for each lesson.
6. To attend consultation evenings as appropriate.
7. Undertake standardisation activities and take the role of Internal Verifier to ensure National Standards are met and maintained.
8. Maintain timely and accurate learner progress records on the College's MIS system in line with schemes of work, assessment plans and performance/progress grade timings.
9. Be accountable of the progress of learners within your teaching groups ensuring data is in line with departmental and College targets.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge and understanding of programmes of study, level descriptors and specifications for examination courses.
2. To keep up-to-date with relevant developments in pedagogy and the subject area.
3. To be aware of new national and subject specific curriculum developments.

Professional Standards & Development

1. To establish an appropriate atmosphere and relationship with students through personal presentation and conduct.
2. To promote and safeguard the welfare of students with whom you come into contact.
3. To arrive in class punctually and to begin and end lessons on time.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the staff handbooks and abide by the college's policies.
6. To establish effective working relationships with all colleagues.
7. To strive for professional development through active involvement in the college's system of professional review and performance management procedures.
8. To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
9. To participate actively in the cycle of team meetings
10. To attend college open evenings.
11. To be aware of equal opportunities and to demonstrate these principles in all aspects of your work.
12. To abide by Cheadle & Marple Colleges Quality Assurance guides/procedures and those of relevant awarding bodies.
13. Sharing good practice within your team and cross College.

SECTION 2 – ADDITIONAL DUTIES FOR THIS POST

The following tasks will be negotiated and agreed by the individual and his/her manager. These additional tasks are seen as an important part of the college's professional development programme:

Tasks included could involve subject responsibility at campus level e.g. AS English Language coursework

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.