

Job Description

Post:	Teacher - Academic
Department:	Adult Education
Salary Grade:	£24.77 per hour
Responsible to:	Head of Adult Education
Hours	Hours dependant on the course – term time only
Working closely with	Other teachers within the curriculum area (if applicable), Head of Adult Education, Assistant Head of Adult Education and Quality Manager.

Key Purpose:

- To support the aims and values of the college as detailed in the college's statement of purpose, vision and values
- To teach in the college and in other areas according to expertise and to contribute to curriculum development
- To monitor, support and report on the overall progress and development of students

Duties and Areas of Responsibility:

Teaching and Learning	
1	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
2	To undertake the assessment of students' work in conjunction with the college's assessment policy.
3	To have regard to the principles expressed and implied in the college's statement of purpose, vision and values and the college charter.
Operational/Strategic Planning	
1	To contribute to the development of resources, schemes of work and teaching strategies in the curriculum area.
2	To actively monitor and follow up student absences and withdrawals.
3	To implement college policies and procedures e.g. equal opportunities, health and safety.
4	To work with colleagues to formulate aims and objectives for the curriculum area which have coherence and relevance to the needs of students and to the aims and objectives of the college.
5	To contribute to the planning activities of the curriculum area, and to ensure that the planning of the curriculum area reflects the needs of the students and the aims and objectives of the college.

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Curriculum Provision and Development	
1	To contribute to the development and delivery of your curriculum subject(s)
2	To ensure that Inclusive Learning initiatives are implemented in the curriculum area and that effective support is provided for students.
3	To contribute to the development of key skills within the department.
Continuing Professional Development	
1	To be involved in staff development activities where appropriate.
2	To contribute to the annual appraisal systems.
Relationships	
1	To ensure that appropriate arrangements for classes are made when absent and correctly follow the procedure for reporting an absence.
Quality Assurance	
1	To ensure the effective operation of quality assurance systems and implementation of quality procedures.
2	To contribute to the monitoring and evaluation of the curriculum area in line with agreed college procedures including evaluation against quality standards and performance criteria.
3	To contribute to the process of the setting of targets within the curriculum area and to work towards their achievement.
4	To implement common standards of practice within the curriculum area and develop effective teaching and learning styles.
5	To contribute to the college's procedures for lesson observation.
6	To contribute to modification and improvement where required.
7	To contribute to the internal verification system in the curriculum area (where appropriate) and within key skills delivery.
Management Information and Administration	
1	To ensure the maintenance of accurate and up to date information concerning students taught.
2	To analyse and evaluate performance data.
3	To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress in the action taken.
4	To contribute to reports within the quality assurance cycle.
5	To contribute to reports on examination performance.
6	In conjunction with the Adult Education Management Team to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
7	To ensure that correct procedures are followed by the organisation of coursework and other external assessments.
Communication	
1	To ensure familiarity with the curriculum area's aims and objectives.
2	To ensure effective communication/consultation as appropriate with students.

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Liaison and Marketing	
1	To contribute to the department's collection of data on destinations.
Pastoral Systems	
1	To monitor, support and report on the progress and development of students
Other	
1	To attend meetings in accordance with the college meetings schedule.
2	To manage the teaching space to provide a stimulating environment that is also healthy and safe, by consulting with facilities staff and complying with appropriate legislation or college policies/procedures.
3	Ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults
4	To undertake any other appropriate duties as assigned by the Principal.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: