Job Description

Post:	Teacher of Law
Department:	Law
Salary Grade:	Standard Scale
Responsible to:	Head of Department and/or Senior Tutor as appropriate
Hours	1265 hours on 195 days per year (pro rata for part time)
Working closely with	Other teachers within the curriculum area, group tutors, senior tutors: support staff and relevant staff with cross college responsibilities.

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 as a teacher within the pastoral structure and as a personal tutor
- To support the aims and objectives of the College as detailed in the College's Statement of Purpose, vision and values

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.
4	To put in to practice the college's obligations as outlined in the student college agreement.
Operational/Strategic Planning	
1	To contribute to the development of resources, schemes of work, marking policies 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.
6	In conjunction with the head of department to foster the application of IT within the department, including the development of materials for independent learning.

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 review systems.
Relationships	
1	To ensure that appropriate arrangements for classes are made when absent.
2	To work as part of a team and to ensure effective working relations.
3	To cover for absent colleagues within the department.
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, including the use of value-added data.
6	In conjunction with the head of department 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 parents of students.
3	To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.

Liaison and Marketing	
1	To contribute to the college liaison and marketing activities e.g. the development of effective subject links with partner schools and the community, attendance at Open Evenings and parents' consultation evenings and the collection of material for press releases.
2	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
2	To act as a personal tutor and to carry out the duties associated with that role.
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:**