



## COLLYER'S JOB DESCRIPTION

subject to the current agreed terms and conditions  
of employment as set out in the college staff manual

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Job Title: **TEACHER**

Job Purpose:

**To enable students in all classes taught to learn and reach their potential, through the provision of high quality teaching in an effective learning environment**

Accountable to: **Head of Subject**

Responsible for: **Students in classes taught**

Key Responsibilities and Key Tasks:

- 1 Maximise retention and achievement in classes taught, through effective teaching and assessment**
  - a Plan, prepare and teach lessons according to timetable requirements and agreed schemes of work
  - b Provide a varied and relevant range of learning activities for students according to their needs and abilities, including opportunities to develop key skills portfolios
  - c Set, mark and assess students' work, providing constructive and effective feedback to students and parents through course reviews, reports, predicted grades and parents' evenings.
  - d Promote high standards of student attendance, punctuality, work habits and constructive participation in lessons
- 2 Maintain and develop professional skills in support of teaching**
  - a Contribute to curriculum development and attend appropriate meetings
  - b Participate in staff development, appraisal and performance management as set out in college policies and procedures
  - c Continue to curriculum development and attend appropriate meetings
- 3 Look after college and departmental resources**
  - a Take care of work areas and use them effectively
  - b Request repairs, maintenance or cleaning in support of (a)
  - c Take care of books, materials and equipment, ensuring their security
- 4 Support college policies and practices**
  - a Uphold college code of conduct with students taught