

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



