

Job Description - Teaching Responsibilities:

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform:

- Promote the overall purpose and values of the College and of the relevant subject area, in accordance with College aims and quality standards
- Prepare for, provide and review lessons and other activities to enable the students in her/his assigned classes to learn effectively
- Contribute to the course schemes of work by sharing ideas, preparing and updating materials
- Take all possible steps to ensure that each member of her/his class develops a positive attitude to learning, good work habits and behaviour. These steps include setting an appropriate example to students
- Assess student work and provide timely, accurate feedback in line with both course requirements and College policy
- Maintain effective records in relation to the progress of classes and individual students
- Assist students to make the transition from their school to post 16 study
- Promote links across the curriculum where appropriate
- Be aware of the requirements of public examinations and prepare students for these examinations
- Consult and inform her/his students' parents regarding progress, attainment and attitude
- Consult and inform relevant College staff regarding the progress, attainment and attitude of her/his students
- Take part in the College Professional Development processes
- Participate in the College's quality assurance procedures
- Attend staff meetings, faculty meetings and staff development meetings
- To have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities communicated via College policies and procedures including Diversity and Health & Safety
- Undertake such other duties as may reasonably be required

PERSON SPECIFICATION

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> Have a degree in the subject relevant to the course to be delivered 	✓		Application
<ul style="list-style-type: none"> Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification 	✓		Application
Experience			
<ul style="list-style-type: none"> Have recent experience of teaching relevant subject at level 3. 		✓	Application
<ul style="list-style-type: none"> Evidence of good examination results and added value 		✓	Application & interview
Skills and Abilities			
<ul style="list-style-type: none"> Demonstrate excellent interpersonal communication skills 	✓		Interview and selection processes
<ul style="list-style-type: none"> Be able to adopt a variety of strategies to suit students' different learning styles 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> Possess excellent team skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team. 	✓		Application, interview and selection processes
<ul style="list-style-type: none"> Be well organised, reliable and punctual 	✓		Application, interview & references
<ul style="list-style-type: none"> Possess good IT and administrative skills. Be able to keep accurate records of students' progress and keep an up-to date Record of Work. 	✓		Application, interview & references
Knowledge and Understanding			
<ul style="list-style-type: none"> Enthusiasm for the subject and ability to impart this to students 	✓		Application, Interview & selection processes
<ul style="list-style-type: none"> Good subject knowledge of Sport 	✓		Application and interview
<ul style="list-style-type: none"> Have a knowledge of current vocational specifications and curriculum initiatives 	✓		Application, interview & selection processes
<ul style="list-style-type: none"> Have an awareness of health and safety regulations and how they apply to the post 	✓		Application, interview & selection processes
<ul style="list-style-type: none"> Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning. 	✓		Interview & selection processes
<ul style="list-style-type: none"> A clear commitment to the principles and practices of equality and diversity and the safeguarding of children and young people 	✓		Interview

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions of Teachers' in Sixth Form Colleges.

Contract:	Fixed Term Maternity Cover Part-time
Hours:	0.545 fte
Salary:	Sixth Form Colleges Teachers Pay Spine: SFC Scale 1 £24,765 to 9 £40,418 pro-rata for part time
Start Date:	08 th February 2021
Pension:	Membership of the Teachers' Pension Scheme

1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. **You are asked NOT to send a Curriculum Vitae (CV).**

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. **DBS Disclosure**

If you are successful in your application you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.kecnuneaton.ac.uk

Closing date for applications: Monday, 14th December 2020 at 09:00am

Interviews to be held: Thursday 07th January 2021

Applications should be addressed to:

**Director of HR & Corporate Services
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE**

*The College is committed to safeguarding and promoting the welfare of young people.
The successful candidate will be required to undertake a criminal record check via the DBS.
The College promotes diversity and welcome applications from all sections of the community.
All candidates with a disability will be offered an interview should they meet the minimum requirements of the post.
The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

**Better Futures Multi-Academy Trust
King Edward V College, King Edward Road, Nuneaton – CV11 4BE
Tel: 02476 328231
Email: personnel@kecnuneaton.ac.uk
Website: www.kecnuneaton.ac.uk**