



Bexhill 6th Form College

### **JOB DESCRIPTION**

**POST TITLE:** Teacher and Personal Tutor

**SALARY/GRADE:** Sixth Form College's Pay Scale

**RESPONSIBLE TO:** Head of Section

**MAIN PURPOSE OF THE POST:** To ensure high quality of learner experience and outcomes through highly effective teaching, learning and assessment.  
To provide high quality personal support

#### **MAIN DUTIES:**

##### **1. Operational/Strategic Planning**

1.1 Contribute to setting standards in the subject area's annual self-assessment report and action plan in line with the College's planning and quality assurance procedures.

##### **2. Teaching**

2.1 Plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning and assessment) which takes account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.

2.2 Use, or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.

2.3 Fully adhere to the College assessment policy and procedures.

2.4 Fully utilise teaching time to support learners and liaise with Personal Tutors and Additional Learning Support teams as appropriate.

2.5 Make effective use of resources and learning technology including using the College VLE and Microsoft Teams to a high standard to deliver outstanding teaching and learning.

2.6 Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.

2.7 Be willing to teach students across a range of levels and all courses from level 1 to level 4, including T levels and HNDs if required.

2.8 To teach according to curriculum requirements, as required by your timetable.

2.9 To participate in the creation of Schemes of Work and other materials for teaching and learning as requested.

3. To take responsibility for a tutor group. You will carry out the related duties as agreed and in accordance with the description of the personal tutor role.

### **3. Curriculum Development**

- 3.1 Contribute to curriculum development and diversification in the subject area.
- 3.2 Contribute to the enrichment programme providing enrichment opportunities within your subject area and across college.

### **4. Staffing**

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share good practice.

### **5. Students**

#### **Safeguarding**

- 5.1 Ensure the safeguarding and protection of young people within the College by ensuring effective implementation of the child protection and safeguarding policy and procedures.

#### **Discipline**

- 5.2 Take responsibility for promoting good standards of student behaviour and conduct both within lessons and around the College.
- 5.3 Challenge inappropriate behaviour immediately both inside and outside of the classroom including following any procedures to report breaches of the Student Disciplinary policy as required.

#### **Support for Students**

- 5.4 Work collaboratively with support teams and personal tutors to ensure that all students, regardless of ability receive the support they need to achieve their potential.

#### **Learner Involvement**

- 5.5 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.
- 5.6 Respond to learner voice by adapting approaches to teaching, learning and assessment to meet individual learner needs.
- 5.7 Provide students with subject-specific support in line with their Individual Learning Plans.
- 5.8 Produce reports and references for students as required and attend parents' evenings.
- 5.9 Monitor and review students' progress in line with the College's student tracking systems and make appropriate interventions as and when required.

## **6. Quality Assurance**

- 6.1 Demonstrate, as a result of teaching that students achieve well relative to students' prior achievement and any additional needs.
- 6.2 Seek to continually improve standards.
- 6.3 Demonstrate effectiveness by achieving excellent levels of student retention.
- 6.4 Contribute to the Self-Assessment Report and Quality Improvement Plan within the area.
- 6.5 Participate in the College's Performance Management and Appraisal System as required.

## **7. Equality and Diversity**

- 7.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

## **8. Management Information and Administration**

- 8.1 Keep accurate and up to date records of student attendance in lessons.
- 8.2 Keep accurate records of set work, marks obtained and student concerns and commendations using the College's student tracking system

## **9. Communications**

- 9.1 Attend College events, briefings and meetings as part of the College' schedule e.g. interview evenings, parents' evenings, open events. All teaching staff, both full and part time, are required to be available for 100% of these as part of directed time. Dates are published well in advance.
- 9.2 Use the College's systems, policies and procedures to communicate issues as necessary.
- 9.3 Use the College data systems to record information on students as required.
- 9.4 Work collaboratively with all College teams in the best interest of learners.

## **10. Marketing and Liaison**

- 10.1 Contribute to the marketing and promotion activities of the College and the subject area.
- 10.2 Participate in systems for the recruitment and induction of students. This could include new student interviews as required.

## **11. Management of Resources**

- 11.1 Manage teaching and learning resources appropriately and to best effect.
- 11.2 Contribute to section and subject resources and ensure these are available to on the College VLE.

## **12. Other**

- 12.1 Contribute to achieving the college vision, mission and strategic objectives.
- 12.2 Support the College values and demonstrate these in all aspects of your work.
- 12.3 Follow college policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.
- 12.4 Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review college policies and procedures.
- 12.5 Follow good practice and college policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all college policies and procedures, but particularly those relating to Data Protection, Health & Safety and Equal Opportunities.
- 12.6 Undertake any reasonable task at the request of the Principal or designated Deputy.

This job description will be reviewed on a regular basis and can be amended at the discretion of management.

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