

## Job Description – Teacher

The job description covers all the core competencies associated with the proper discharge of a teacher's duties at The Sixth Form Bolton. It also embraces the professional characteristics a teacher would need to demonstrate to progress up the main teaching scale as defined by the Sixth Form Colleges' Association.

Teaching staff are responsible for the effective delivery of their subject area provision in the college, consistent with the aims and objectives of the college. Teaching staff are responsible to their Head of Department.

### To teach effectively and create an effective learning environment by:

- Effective and thorough preparation of lessons and associated assignment in accordance with the published schemes of work
- Maintaining accurate records, regularly assessing and grading the work done by students, taking part in the arrangements for formal assessment of students and taking part in the regular assessment of students, including arrangements for individual student interviews relating to their progress and action plans. Take account of students' prior levels of achievement and use them to set targets for the tracking and securing of good qualification outcomes for students.
- Maintain a purposeful and positive working atmosphere in the classroom through the clear communication of College expectations and consistent use of College referral procedures and pastoral systems where this is necessary.
- Set appropriate standards for students' learning, motivation, attendance, punctuality, submission of work and presentation of work.
- Keep full attendance records making prompt and regular use of the College's electronic attendance system.
- Developing high quality resources and learning environment

### To demonstrate high professional characteristics by:

- Undertaking professional development as appropriate
- Contributing to the development and implementation of college strategy by: Meeting regularly with the Course Leader and Head of Department, meeting regularly on a scheduled basis with the programme and department teams, taking part in the preparation and reviewing of appropriate syllabuses and schemes of work to cover the range of courses and working to improve the quality of provision for student
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and/or written feedback which clearly indicates strategies for improvement.
- Assess work according to subject area policies and consistently with examination and/or coursework assessment criteria.
- Liaising with other staff as appropriate, ascertaining the curriculum policy in feeder schools as directed, being informed of national and local initiatives that should determine policy for learning and teaching within the College
- Participating in systems design to assure quality and active continuous improvement
- Participating in Parents' Evenings, Open Evenings and similar events
- Contribute to College provision for enrichment activities or extra study workshop where this is consistent with individual workloads and timetables.

### To demonstrate that effective learning is taking place

- To meet targets for achievement and retention as required
- To reach at least a satisfactory standard in lesson observation
- Participate in College quality assurance and self-assessment systems including the use of student feedback systems, subject area lesson observation schedules, the completion of self-assessment reports, internal inspections and the College line management system.
- Play a co-operative and supportive role within subject area teams, and the College as a whole, through the sharing of good practice, and mentoring or coaching activities for less experienced staff where this is appropriate.

### To adhere to all policies and procedures as laid down by the College

- The College takes its responsibilities regarding Health and Safety of all staff, students and visitors seriously and expects everyone to do all that is reasonably practicable to ensure a safe and healthy working environment is maintained. The College also wishes to ensure that an individual's actions do not adversely affect the health or safety of other people.
- Treat all members of the College – students and colleagues – in accordance with the requirements of the Equal Opportunities policy
- Copies of employment policies and procedures will be made available to you during the induction period and all other policies and procedures are available either on the college intranet or from the relevant department.
- This job description is designed to reflect those duties for teachers set out in the SFCA conditions of service.
- To complete training and be fully competent in First Aid and Fire Marshall duties where necessary.

*The Sixth Form Bolton is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all members of staff and volunteers to share this commitment.*