BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title :** Teacher

**Department :** Business

**Reporting to :** Programme Manager

**Grade** TEACH1

**Summary of the Post**

To work with Course Leader and deliver on appropriate range of courses to learners using relevant teaching methodologies.

**Main Duties**

* To plan and prepare teaching in accordance with the curriculum needs of the College.

* To prepare teaching materials as required and as directed by a Course Leader.
* To select appropriate materials from the range available.
* To assess work within their programmes in order to support student progress.
* To utilise methods and styles of support consistent with programme aims and learners’ personal goals.  
  + To provide cover in the absence of a colleague (where work has been set for the learners)
* To monitor individual learning plans for learners and contribute to their updating.
* To apply appropriate teaching and learning strategies which take account of individual learner needs.
  + To carry out initial assessment of learners to inform planning.
* To promote good working relations to foster learning
* To establish and maintain a learning environment that is appropriate to the

learner groups.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies.
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Deliver and assess on a range of T Level business and accounting topics.
* Keep up to date with awarding body requirements for all programmes delivering on.
* Assist in the marketing, recruitment, selection, interviewing and induction processes for learners.
* Be prepared to work flexibly including occasional evenings and weekend work.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, polices and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant polices and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 - Teacher**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | Level 3 qualification in the relevant subject area  Teaching qualification (must be willing to work towards PGCE if Level 5 not already held)  GCSE Maths and English (or equivalent Level 2 qualification) | AAT qualification or equivalent.  Assessor awards | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | Relevant industry experience | Relevant teaching experience  Experience of working with a variety of learner groups | Application Form  Interview  Performance of task/test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Possess good knowledge of the relevant industry. For example – Business and Business finance, Principles of Management and ICT  Ability to teach and assess students  Good ICT skills  Ability to communicate at all levels | Accounting experience | Application Form  Interview  Performance of task/test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Motivational, positive, and enthusiastic approach  Commitment to Equal Opportunities  Ability to embrace change  Good team working skills  Ability to effectively manage own time  Drive and desire to achieve and where possible exceed targets |  | Interview  Performance of task/test at interview |
| Suitability to work with children, young people and vulnerable adults  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS |