



JOB DESCRIPTION

Post:	Form tutor and teacher of post-16 curriculum
Responsible to:	College lead / Headteacher
Scale:	MPS 1 to UPS31 (for applicant with appropriate skill set and experience)

Core Purpose

- To ensure that each student that they teach makes progress.
- To ensure the welfare / health and safety of all students in College, contributing to records / monitoring as appropriate.
- To observe (without exception) College, LA and general procedures and regulations / laws in respect of health and safety.
- To foster a clean and tidy environment, leading by example.
- To contribute to good order, encourage and promote acceptable standards of behaviour, dress, hygiene, punctuality, tidiness, work habits, attendance, etc. of all students.
- To intercede and prevent any unacceptable behaviour by any students around the College.
- To actively seek areas in which students can succeed and be praised in order to build up self-esteem and self-confidence;

Specific Responsibilities:

A. Strategic Direction and Development

- To support the development and maintenance of College policies and practices that promote high achievement and inclusion through an appropriate curriculum.
- To support the development and maintenance of College policies and practices that promote student welfare, safeguarding and anti bullying.
- To support the commitment to the raising of standards for all students.
- To contribute to the College's Improvement Plan and the cycle of self review / College improvement.
- To work as a member of a team, to constantly challenge the status quo and seek, through innovation and creative thinking, continuous College improvement which raises achievement and provides quality learning opportunities for all students.
- To be responsible for the strategic direction and development of an area of the curriculum.
- To assist in the promotion of positive student behaviour by consistently operating the College's rewards and sanctions and working with the College lead.

B. Teaching and Learning

- To produce and circulate basic documentation (including schemes of work) to their line manager in the first instance.

- To ensure that the aims, objectives, practice and outcomes are based on students' needs and national guidelines, promoting continuity and progression, and regularly conducting evaluations.
- To monitor and evaluate the quality of their teaching, securing high standards, and being a positive role model.
- To be able to demonstrate that students' work is of a high standard, and is marked effectively in order to meet the requirements of exam boards.
- To ensure that materials/resources are of a high standard (and are maintained properly) and take account of individual students' needs, aptitudes, conceptual and attainment levels.
- To inform other staff members of any factors, temporary or permanent, which have a bearing on their teaching of a particular student.

C. Leadership and Management

- To play a full part in staff and/or team meetings and advise the College lead, as appropriate, of any issues relating to the responsibilities of the post.
- To advise other staff in developments within the subject that they coordinate.
- To manage the teaching assistants working alongside them and to provide effective support, guidance, challenge and information for all staff within their area of responsibility.
- To lead and manage an additional curricular area should the need arise.
- To identify and publicise good practice within the College.
- To stay abreast of current developments by reading, attending meetings and courses and having a pro-active interest in their own professional development.
- To pursue cooperative links with staff in mainstream and other special Colleges where it is possible and reasonable to do so.

D. Efficient and Effective Deployment of Staff Resources

- Ensure a safe working and learning environment through application of appropriate risk assessments and adherence to current Health and Safety regulations.
- Ensure educational visits take place safely, effectively and efficiently through application of appropriate risk assessment and adherence to current health and safety regulations
- Ensure their 'form team' are seen as approachable, sympathetic and trusted adults with whom students can discuss their personal interests or problems.
- Ensure the 'form team' consider a student's medical and health factors/conditions, encouraging good practice (for example, at a simple level, the wearing of glasses).

E. Other Duties

- Communicating, including informing the College lead (or appropriate person/personnel) any concerns of any student in their care.
- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the College lead.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed: _____

Date: _____