

CARDIFF SIXTH FORM COLLEGE

JOB SPECIFICATION – CATEGORY B TEACHER

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| Job Title: | |
| Department: | |
| Responsible to: | Head of Department |
| Purpose of the job: | To provide an excellent standard of teaching within the department; to promote and enhance the capability of students; to provide pastoral support to students as and when required and to fulfil all statutory safeguarding duties at all times; to support associated courses throughout the College; to support the advancement of the College and to carry out all associated administrative duties required of the role. |

| | Main tasks and responsibilities |
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| Excellent student learning | <ul style="list-style-type: none"> • Deep passion and academic understanding of own subject as well for teaching & learning and continuous professional development. • Effective classroom teaching, lesson preparation and developing lesson plans. • Plan and teach well-structured lessons and impart knowledge and develop understanding through effective use of lesson time. • Provide students with individual tutorial support where required. • Exam preparation, complying with the College’s policies and requirements regarding marking and testing. • Set high expectations and goals which inspire, motivate and challenge pupils to ensure they perform to their optimum. • Be accountable for pupils’ attainment, progress and outcomes. • Understand pupils’ capabilities and plan teaching to build on them. • Encourage pupils to take a responsible and conscientious attitude of their own work, study and grades. • Foster and maintain pupils’ interests in subjects and address misunderstandings. • Set homework and testing assignments and other out-of-class activities to consolidate and extend the knowledge and understanding of pupils. • Understand and facilitate effective assessment criteria within subject area. • Give pupils feedback, both orally and through accurate, detailed marking, and encourage students to respond to feedback. • Provide one-to-one tuition to students to support their development and ensure they reach their full potential. |
| Subject knowledge and curriculum development | <ul style="list-style-type: none"> • Demonstrate excellent subject and curriculum knowledge for subject area, including examination requirements. |

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| | <ul style="list-style-type: none"> • Supporting subject department and colleagues by sharing teaching materials and techniques and peer learning, e.g. classroom reflections. • Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in all subject areas. • Reflect systematically on the effectiveness of lessons and teaching styles. • Contribute to the design and provision of an engaging curriculum within relevant subject area. • Take responsibility for own professional development in teaching and subject area to enhance capability. • Actively engage in the college's own professional development and appraisal processes including opportunities presented by the wider Dukes group and external providers. |
| <p>Pastoral care</p> | <ul style="list-style-type: none"> • Understand and fulfil all safeguarding duties and participate actively in regular training processes. • Monitor student welfare and alert pastoral support staff of any concerns. • Promote the welfare and wellbeing of students at all times through personal example and understanding. |
| <p>Administration</p> | <ul style="list-style-type: none"> • Monitor Student learning via summative and formative assessment in line with College Policy. • Record student attendance for each lesson and report non-attendance, in line with college attendance policy and statutory duties. • Complete school reports each term and attend all parents' evenings. • Mark student assignments and exams and update results onto College IT system in a timely manner. • Maintain appropriate files and records of lesson plans, examinations and tests, results etc. • Regularly update and report information to the Head of Department and provide information in a timely and coherent manner on request. |
| <p>General Responsibilities</p> | <ul style="list-style-type: none"> • Support and facilitate College activities and development initiatives. • Contribute to the attainment of the College's strategic objectives, as appropriate. • Demonstrate consistently professional and positive attitudes, values and behaviours which are expected of pupils. • Involvement in the College's extra & super curricular activities – including off-site trips, events & activities. • Marking student entrance examinations (to be admitted to the College). • Use relevant data to monitor student progress, set targets and plan subsequent lessons. |

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| | <ul style="list-style-type: none"> • Completion of student UCAS references for subject area. • Promoting the College and its reputation externally. • Complies with and implements all College’s policies, practices and procedures. • Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, grade/salary level. • Participate in and promote the College’s professional development and appraisal practices. • Contribute meaningfully to conversations about pedagogy, professional development, departmental and whole-school improvement in meetings and other professional conversations. • Liaison with Heads of Houses to support academic and pastoral development of students. |
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Person Specification - Category B Teacher

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience and abilities to those listed below and set out how you satisfy the criteria.

| | Essential Criteria | Desired Criteria |
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| Education and Qualifications | | |
| Degree or equivalent in teaching subject area | X | |
| Teaching qualification | | X |
| Post graduate or PHD in subject area | | X |
| Experience | | |
| Experience teaching at AS or A-Level standard in subject area | X | |
| Experience in teaching IGCSE or GCSE in subject area | X | |
| Experience in supporting students with University applications | | X |
| Skills and abilities | | |
| Excellent teaching competency in subject area, including classroom teaching and lesson planning | X | |
| Efficient and effective administrator: works within set timescales and deadlines, manages own work load autonomously, maintains clear and up to date records of work, records students results in a timely manner | X | |
| Strong communication skills, oral and written, with students, colleagues and student parents | X | |
| Effective team worker | X | |

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| Monitor data and student results to identify improvement areas | X | |
| Ability to gain the trust and confidence of students and peers | X | |
| Takes responsibility for ensuring the safeguarding, welfare and advancement of students and peers | X | |
| Provides efficient contribution to curriculum and subject area teaching materials | X | |
| Takes responsibility for own professional and personal development | X | |
| Committed to developing knowledge of subject area and pedagogical skills | X | |
| Supporting colleagues; sharing knowledge and skills | X | |
| Communicate effectively to line manager and contribute to decision making and planning | X | |
| Demonstrate desire and ability to take on leadership role in the future. | | X |
| Other | | |
| IT Competent | | X |
| Commitment to equality, diversity & inclusion | X | |
| Satisfactory DBS check | X | |
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