



BSIX BROOKE HOUSE SIXTH FORM COLLEGE

JOB DESCRIPTION

Post Title:	Child Care Teacher
Scale:	Spine Point 1 £29,962 – Spine point 9 £46,285 inclusive of the Inner London Weighting Allowance (Sixth Form Colleges' Pay Scale for Teachers)
Responsible To:	Curriculum Manager

Job Purpose

To teach across a range of Child Care courses and provide high-quality, student-centred learning that will ensure success.

Specific Duties

1. To contribute to the work of one or more of the Curriculum areas.
2. To prepare and maintain schemes of work.
3. To prepare students for internal and external assessment.
4. To mark and moderate students' work accurately and thoroughly (see 17)
5. To provide a stimulating learning environment for students.
6. To write reports.
7. To maintain students' records.
8. To provide consultation for students, their parents, adults and other clients as directed.
9. To take part in self-assessment and the development and implementation of quality improvement plans.
10. To take part in curriculum development.
11. To develop and implement teaching and learning strategies in line with college policy.
12. To cover for colleagues as required.

13. To carry out college procedures in line with college policies including Safeguarding, Equal Opportunities and Health & Safety, Assessment and the Teaching and Learning Framework.
14. To monitor the use of equipment and materials.
15. To act as a tutor to a group of students. (Tutorials are called Progress Reviews)
16. A willingness to teach students from key stage 4.
17. Teachers may be required to work up to two evenings per week and up to three Saturdays per year.
18. To integrate the improvement of literacy and numeracy into schemes of work, classroom practice and assessment. This includes the marking of students' work carefully and thoroughly, including the correction of spelling, grammar and vocabulary.
19. To undertake such other duties of a commensurate nature which may be required from time to time.

College Responsibilities

1. To act as a personal tutor to a group of students.
2. To represent the College at meetings as directed.
3. To participate in the College Learning & Development (appraisal) process.
4. To participate in inspections and self-assessment.
5. As part of your role, you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility, you may be required to participate in training and be involved in undertaking risk assessments.

Variation to this Job Description

This job description is designed to outline the main duties of the post. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk

June 22

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PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

Skills/ability/experience	Essential	Desirable	On start
Qualifications			
Good standard of literacy – GCSE English (A-C) or (5+)	✓		✓
Good standard of numeracy – GCSE maths (A-C) or (5+)	✓		✓
Degree or relevant professional qualification	✓		✓
Full teaching qualification	✓		
IT proficiency and skills			
Proficiency in Microsoft Word	✓		✓
Proficiency in Microsoft Excel		✓	
Proficiency in Microsoft PowerPoint	✓		
Able to incorporate learning technologies into teaching and learning	✓		
Employment related skills			
Excellent organisational skills	✓		✓
Able to communicate effectively with students	✓		✓
Ability to work effectively as a member of a team	✓		✓
Ability to follow administrative processes associated with teaching and learning	✓		✓
Continuing professional development	✓		
Openness to learning	✓		
Specific skills for the role			
Ability to teach and tutor students of varying ages	✓		✓
Ability to teach the subjects covered by the post	✓		✓
Familiarity with current developments in the education and training of 14 to 19 year-old learners	✓		
An understanding of the needs of the (multi-cultural) community	✓		
Ability to adopt appropriate teaching strategies to meet the needs of learners with varying familiarity and experience with the English language (many students do not have English as their first language)	✓		