

JOB DESCRIPTION

POST TITLE	:	Trainee Teacher in A Level Business
SCALE	:	Lecturer A, Pay points 3 - 7
SALARY	:	Up to £26,817
RESPONSIBLE TO	:	Head of A Levels
CLOSING DATE	:	5.00pm, Monday 6 May 2024
INTERVIEW DATE	:	Tuesday 14 May 2024

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1) To teach effectively on a range of programmes across the Division's Curriculum.
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality; Health and Safety and Safeguarding.
- 8) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 9) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 10) To undertake invigilation duties from time to time.
- 11) To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Trainee Teacher in A Level Business Studies

DIVISION: A Levels

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification in a relevant subject	E	Application form
2	Possess or be willing to work towards a recognised teaching qualification within a specified and agreed period (normally 2 years)	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	D	Application form
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Further Education relating to the curriculum area	E	Application form/ Interview
2	Knowledge of current AS/A and/or GCSE level Business specifications	D	Application form/ Interview
3	Awareness of Safeguarding legislation	D	Application form/ Interview
<u>EXPERIENCE</u>			
1	Ability to display excellent teaching skills	E	Interview
2	Experience of teaching Business at AS/A Level	D	Application form/ Interview
3	Experience of delivering tutorial/pastoral care to 16 – 19 year old students	D	Application form/ Interview
4	A passion for teaching the subject	E	Application form/ Interview
5	Ability to engage with students, inspiring learning & promoting success	E	Application form/ Interview
6	Ability to devise new resources for learning	D	Application Form/ Interview

7	Ability to contribute positively to teams, share ideas & develop resources co-operatively	E	Application form/ Interviews
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PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the Classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*