

JOB TITLE	Teacher	GRADE	VT/AC dependent upon qualifications
RESPONSIBLE TO	Faculty Manager		

JOB PURPOSE

The teaching, training and assessment of students and other client groups to quality standards set by the Group. You will teach and manage one or more courses or groups of students and be responsible for the delivery and development of their curriculum, ensuring that students have an excellent experience throughout all stages of their learner journey.

MAIN DUTIES AND RESPONSIBILITIES

Planning & organising

- Teach, train and assess students and other client groups to quality standards set by the College, acting as course tutor to full-time and part-time groups and other student and trainees with the associated organisation, administration, and monitoring of attendance including the collection of data for course evaluation.
- Monitor and support students' academic progress, including collection and follow up on attendance and punctuality, early leaver and destinations data,
- Participate in demonstrations and practical activities with students and trainees on all courses.

Communicating and Coaching

- Counsel students and maintain discipline as required.

Teamwork & team development

- Work as part of a team within your Faculty, participating in student recruitment, including interviewing, attendance at shows and careers conventions, open days and other events, and attend team and college meetings and undertake staff development activities.
- Undertake any other duties as required and would be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade or post within the organisation.

Compliance and quality management

- Comply with course administrative requirements, keeping records of work, schemes of work, lesson plans, assessment schedules, registers, and student details.
- Participate in Internal Verification; contribute to target setting, RAGG ratings and auditing monitoring processes.
- Accompany students on visits, field trips and similar activities in line with the College's policy and code of practice for educational visits.
- Ensure that all Health and Safety legislation is observed, including completion and adherence to risk assessments, COSHH assessments and Accident reports.

Innovation & development

- Participate in curriculum development meet the needs of changing industrial demand and curriculum planning.

Environment and Culture

- To ensure that all learners, parents and colleagues receive exemplary service and attention at all times.

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the group's Vision, Values and Strategic Plan
- To demonstrate professional behaviour and appearance at all times
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

EXPERIENCE AND QUALIFICATIONS

Essential

- Level 3 or above qualification in relevant subject area.
- Educated to GCSE level 4/C or equivalent including Maths & English.

Desirable

- Industry experience.

SKILLS AND COMPETENCIES

Essential

- Effective current Maths and English skills.
- An understanding of how people learn and the factors which affect their success.
- Ability to use software applications e.g. Word, Excel, PowerPoint, Access.
- Confident in the use of Virtual Learning Environment tools.

Desirable

- Confident in using a variety of platforms as a source of communicating with students.



PROFESSIONAL

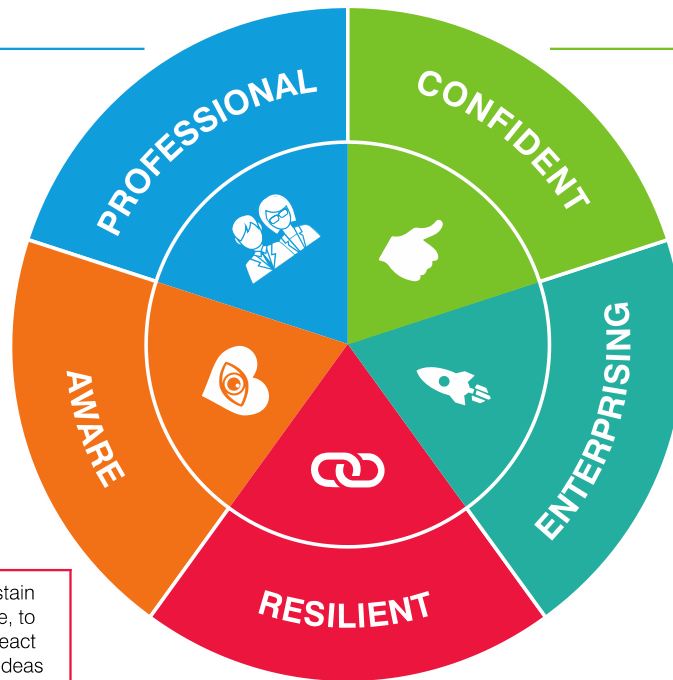
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

© 2021 Activate Learning

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment