



JOB DESCRIPTION

Job Title	Teacher of Functional Skills English
Reporting to	Head of Department for English and Maths
Scale	Sixth Form Colleges Teachers' Pay Spine
Job Summary	To teach Functional Skills English
Job Content	<u>Main Duties</u>

Teaching

1. To fully prepare for and undertake the teaching of courses across the ability range, as instructed by the Head of English and Maths.
2. To liaise with examination boards, moderators and assessors as appropriate.
3. To contribute to the production, review and refinement of schemes of learning and assessment.
4. To keep full records of attendance and achievement of all the students taught and use these records to ensure issues are promptly addressed.
5. To monitor student commitment and liaise with the Head of English and Maths and Student Support Team as appropriate.
6. To take some responsibility for the upkeep and updating of resources within the department, including the VLE.
7. To set and mark homework for every lesson.
8. To liaise with parents/carers as and when necessary.

Liaison (In and Out of College)

1. To contribute to liaison with partner schools and keep informed of major changes in the College.
2. To consult with the Liaison and Marketing team.
3. To attend departmental staff meetings and other meetings as required.

4. To attend INSET meetings and courses as required.

Departmental Role

1. To prepare and ensure appropriate and challenging course materials are available for students.
2. To ensure all equipment is in a safe condition, complying with health and safety regulations as appropriate, ready for use by the students.
3. To liaise with the Head of English and Maths over the effective use of departmental rooms, facilities etc. and report any issues immediately

Other Responsibilities

1. To review courses and discuss quality improvements and strategy with the Head of English and Maths.
2. To contribute to the work of the English and Maths Team.
3. To contribute to the Enrichment programme.
4. To abide and comply with all quality procedures that are undertaken by the College, as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility.
5. To have a clear understanding of the duties and responsibilities arising from all College policies and procedures, but in particular those relating to safeguarding and equality and diversity.
6. Any other duties as deemed appropriate by the Head of College.

General

1. To comply with the College Health and Safety Policy and Risk Assessments.
2. To comply with the College's Code of Conduct.
3. To comply with the College Equality and Diversity Policy.
4. Participate in relevant College quality assurance procedures, including performance management, professional development and the support area self-assessment.

5. To undertake such other duties from time to time as may reasonably be required by the Principal and/or delegated officers of the College

Signature of Job Holder: _____ Date: _____

Please print name: _____

Signature of Principal: _____ Date: _____