Person Specification/Job Description

Assessment of role for DBS checks
Regulated Activity ✓ Specified Place ☐ opportunity for contact with children ☐
DBS Checks required:
Enhanced DBS check ✓ Barred List Children ✓ Barred List Adult ✓

Closing date for receipt of applications: Friday 21 February at 12 noon.

Job Title: Part Time Teacher - Initial Teacher Training
Temporary position to June 2020 (approximately 4 hours per week)

Post No: RS19/20/326

Grade: £23.97 per hour or this could be remission for current teaching staff
Hourly rate includes annual leave entitlement

Responsible to: Head of Teacher Development

Supervisory Responsibility: None

Responsible for: The effective and efficient teaching and coordination of courses within the relevant Curriculum area.

Objective of the Job: As above

Candidates for the post of Part Time Teacher must possess the following qualities:

	Essential	**Desirable**	**Where identified**
Qualifications	Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 or above in Literacy Level 2 or above in Numeracy A degree in the second division within your specialist teaching subject. Professional Certificate in Post Compulsory Education & Training (PCET) or Professional Graduate Certificate in Post Compulsory Education & Training (PGCE)	IT qualification Level 2 Equality & Diversity Level 3 Assessors Certificate Level 4 Internal Quality Assurance /Internal Verification QTLS or working towards	Application form Certificates
Experience	At least 18 months experience of teaching on a range of courses at level 3. Sustained outstanding judgements in lesson observations (or have the ability to prove this in the interview process)	At least 18 months experience of teaching on a range of courses at level 3, and above include HE. Experience of working within a quality system.	Application form and interview.

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		Experience of carrying out observation of teaching, learning and assessment practices.	
Knowledge and Skills	Effective interpersonal, communication and liaison skills. Organisational / administrative skills. Ability to work as an effective team member.	Sound knowledge of the Education and Training Foundfation Pofessional Standards. Knowledge of current government initiative and reforms that impact the further education and skills sector. Knowledge of MS Office software and ability to use packages to produce assessment and teaching materials. Ability to meet deadlines and achieve targets.	Application form, practical exercise and interview.
Personal Qualities	Reliability, resilience, flexibility and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview and references.

Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Strategic Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

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3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking such other duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Health & Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

a) Teaching on a range of programmes, across the Bishop Auckland College Group locations including the College's various community outreach centres.

b) Liaising with Assistant Programme Leader at Bishop Auckland College and the University of Sunderland Programme Leader to ensure learners make the required progress and required standards are met and maintained.

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c) Undertaking observations of trainee teachers, making judgment based on specific criteria, across a range of off-site locations.

d) Visiting the University of Sunderland as and when required.

e) Assisting with the development, delivery, review and evaluation of a range of teaching programmes.

f) Acting as a personal tutor to a group or groups of students - being responsible for the pastoral care, academic progress and personal welfare of those students.

g) Contributing effectively to the College's development, in accordance with College policies and procedures.

h) Promoting the opportunities offered by the College.

i) Working within and implementing the College Quality Assurance System.

j) Committed to widening participation and actively promoting equality of opportunity.

k) Being responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment. Setting an example by always following the correct safe working procedures and ensuring the use of safety clothing and equipment, if required.

l) Undertaking such other duties as requested.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

February 2020

Name:……..

Signature……

Date……..