

# 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

**Closing date for receipt of applications: Monday 10 August 2020 at 12 noon.**

**Job Title:** Part Time Teacher – Motor Vehicle in Durham Gateway (8.75 hours per week)  
Temporary position from September 2020 until July 2021

*This position is to be based within the Durham Gateway Academy area of the College, which is a specialist department working with pre-16 students who are studying an alternative provision route.*

**Post No:** RS20/21/09

**Grade:** : £22.28 per hour (Un-Qualified), £23.63 per hour (Qualified)  
*Hourly rate includes annual leave entitlement*

**Responsible to:** Director of 14-16 Learning/Head Teacher

**Supervisory Responsibility:** No direct line management responsibility.

**Responsible for:** The effective and efficient teaching and coordination of Motor Vehicle courses within Durham Gateway.

Candidates for this post must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	Safeguarding Process Training (to be achieved within 6 weeks)  Level 2 in Literacy (or willing to work towards in 2 years)  Level 2 in Numeracy (or willing to work towards in 2 years)  Certificate in Education (or willing to work towards within 2 years)  Level 3 qualification in a relevant area	Level 2 Equality & Diversity  Degree in Maths  QTLLS	Application form Certificates
<b>Experience</b>	Recent experience of teaching.  Recent sustained good or outstanding judgements within lesson observations (or have the ability to prove this in the interview process).	Experience of teaching in an Alternative Provision School.  Experience of working within a quality system.	Application form Interview References

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<b>Knowledge and Skills</b>	<p>Effective interpersonal, communication and liaison skills.</p> <p>Organisational / administrative skills.</p> <p>Ability to work as an effective team member.</p>	<p>Knowledge of MS Office, SIMS software and ability to use packages to produce assessment and teaching materials.</p> <p>Ability to meet deadlines and achieve targets.</p>	<p>Interview References</p>
<b>Personal Qualities</b>	<p>Reliability, resilience, flexibility and adaptability.</p> <p>Ability to take initiative.</p> <p>Enthusiasm and commitment.</p>		<p>Interview</p>

## 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 Development 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.

### 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.

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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 • Cross Curriculum Management Responsibilities

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

- a) Teaching Motor Vehicle Skills in Durham Gateway.
- b) Assisting with the development, delivery, review and evaluation of a range of teaching programmes.
- c) 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.
- d) Teaching or facilitating on College staff development programmes.
- e) Contributing effectively to the School's development, in accordance with policies and procedures.
- f) Promoting the opportunities offered by Durham Gateway.
- g) Working within and implementing the Quality Assurance System.
- h) Committed to widening participation and actively promoting equality of opportunity.
- i) 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.

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### 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.

### July 2020

Name:.....

Signature.....

Date.....