

# TEACHER JOB DESCRIPTION



**Post:** Post 16 Teacher (PSHCE and SRE Lead), Heath Farm College

**To Whom Accountable:** Head of Heath Farm College

## Overall Purpose of Job:

- To model the college values of 'Love, Commitment and Opportunity' consistently on a daily basis
- To deliver highly effective teaching and learning to the post 16 students in your sessions ensuring that it is appropriate, relevant and meets statutory requirements consistent with the individual needs of each student and to facilitate the very best outcomes for all
- To support and facilitate the implementation of the college's policies
- To share in the corporate responsibility for the education, welfare and conduct of all students
- To model the college protocols and procedures on a daily basis
- To ensure registration procedures are followed accurately

## Principal Duties

### Teaching

- A general teaching commitment, including leading on PSHCE and SRE
- Teaching any student at Heath Farm College
- To plan and deliver schemes of work for the students in your sessions that is in keeping with the statutory requirements relating to individual students and college policies
- Responsibility for the assessment, recording and reporting of all students in your sessions and tutorials
- To ensure that each student in your tutorial group has a Student Learner Profile which is relevant, appropriate, up to date and consistent with any statutory requirements



Love



Commitment



Opportunity

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- To maintain appropriate and relevant records to ensure that students' achievements and progress are documented and available for progression planning
- To maintain portfolios of work for each student in accordance with college policies and exam board requirements
- To model lifelong learning

## Duties

- To be available to support student arrival and departure
- To be available for break and lunchtime duties as and when on the rota

## Administration

- Assessment, reporting and record keeping on students in your tutorials or sessions as required
- The supervision and management of college and departmental equipment as required
- To liaise with all relevant staff and agencies to ensure appropriate information dissemination as and when requested
- To have regard for the learning environment and the accommodation that the college uses
- To prepare reports as required for a variety of professionals meetings and reviews

## Meetings to Attend

- Departmental and Teaching & Learning meetings
- Whole college staff meetings
- Other meetings or briefings according to the needs of the college
- Training meetings

## Pastoral

- To work under the Heath Farm umbrella to ensure the welfare of all young people in your care
- To perform your pastoral, tutorial responsibilities effectively
- To make appropriate entries in log and / or incident books as and when required
- To contribute to robust safeguarding logs as and when required



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## **Complex Needs**

To give active support to the many ways in which the college meets the complex needs of our students

## **Health and Safety**

To ensure the Health and Safety Policy is consistently applied

## **Equal Opportunities**

To give active support and adhere to the college's policy on equal opportunities

**Any other activities** that the Head of Heath Farm College may reasonably require you to undertake

## **Review**

This job description forms part of the contract of employment and may be amended at any time after discussion with the Head of Heath Farm College and the Executive Headteacher.

