



## THE SIXTH FORM COLLEGE, COLCHESTER

### JOB DESCRIPTION

**Title of Post:** Teacher

#### **Duties and Responsibilities**

**Responsible to:** Head of Department

All teaching staff participate significantly in the academic and pastoral work of the College. The tasks listed below support the educational experience of the student, assist the effective working of the Department and contribute to the general ethos of the College.

#### **1. Academic**

- a) Contribute to the development of the work of the department and to discussion of departmental policy and practice. Work to the instructions of the Head of Department/Head of Subject and comply with Departmental and College policies.
- b) Prepare lessons in line with departmental schemes of work.
- c) Regularly set and mark work according to departmental and College policy.
- d) Monitor and report on the progress of students especially through the reporting and assessment cause for concern procedures.
- e) Record attendance at lessons and take appropriate measures to follow up non-attendance.
- f) Record the issue and collection of resources to and from students.
- g) Liaise with staff within the department concerning the organisation of students in shared teaching groups.
- h) Attend parents' consultation evenings.
- i) Prepare materials and attend 'Open Evenings'.
- j) Contribute to the preparation and delivery of departmental Induction days.
- k) Set work to cover absence owing to illness, INSET or a College trip/visit.
- l) Cover classes for absent colleagues as required by the Head of Department.
- m) Participate positively in the Development and Self Assessment process including biennial observation of own teaching and learning and the annual staff development interview.
- n) As far as possible an up-to-date knowledge of recent curriculum developments.
- o) Participate in INSET, evaluate it and disseminate relevant information, usually at departmental meetings.
- p) Attend departmental meetings in line with Head of Department requests.

#### **Pastoral**

1. Act as a Personal Tutor and meet the designated responsibilities of that post (see below).
2. Where the member of staff is not a Personal Tutor: participate in the pastoral work of the College by joining Divisional Meetings and taking morning/weekly tutorials, when requested, in the case of a tutor's absence.

**Personal Tutor** Responsible to: Senior Tutor

The Personal Tutor plays a crucial part in the pastoral and academic life of each student. The duties listed below support the personal well-being and academic success of the student, assist the efficient operation of the College and encourage effective communication with parents.

**1. Conducting induction and enrolment of new students into the College**

- a) Advise students of their curriculum entitlement and plan their consequent course of study.
- b) Ensure students complete administrative procedures.
- c) Create a tutor group identity.
- d) Establish a sense of concern and personal support for each student.

**2. Providing pastoral support in conjunction with Senior Tutor, Assistant Principal, Careers staff and others, where appropriate**

- a) Advise students on academic matters.
- b) Support student facing personal difficulties and refer them for further assistance where appropriate.
- c) Help students with advice on career, employment and higher education matters and liaise with Careers Department and other specialist sources of information regarding student aspirations and future opportunities.
- d) Consult with Head of Learning Support regarding students with learning difficulties or disability.

**3. Monitoring and reporting on student progress** Responsible to Assistant Principal/Tutor i/c Additional Studies.

- a) Maintain overall perspective of students' academic progress.
- b) Conduct the Progress Reviews, offering advice and guidance, responding to students' self-evaluation and negotiating targets.
- c) Work with the Senior Tutor and Heads of Department regarding students giving cause for concern or experiencing academic difficulties.
- d) Keep careers and student destination records up to date and return to Careers Department when requested.
- e) Keep records of individual interviews with students.

**4. Delivering the College Tutorial Programme**

- a) Deliver the Tutorial programme in an efficient and sensitive manner, encouraging appropriate participation from all students.

**5. Completing administration and carrying out the day to day management of the tutor group**

- a) Conduct morning registration.
- b) Monitor student attendance and punctuality at registration and lessons: responding to yellow slips, referring to the Senior Tutor as relevant and contacting the student's home on the third day where the student has not advised College of her/his absence.
- c) Ensure effective communication with students especially through the Daily Bulletin.
- d) Complete other returns, e.g. examinations, student surveys.
- e) File personal and academic information on students.

**6. Collating and writing summative reports and references for present and past students**

- a) Assist with the reporting and assessment process, ensuring that appropriate written reports are produced, collated and forwarded to parents.
- b) Write references for higher education.
- c) Complete standard College references.
- d) Write other testimonials and references when requested.

## **7. Liaising with Parents**

- a) Establish, as far as possible, effective contact with parents and, working with the Senior Tutor, ensure that parents are appropriately informed and consulted over important developments regarding their daughter/son.

## **8. Staff Development**

- a) Attend Divisional meetings.
- b) Participate in in-service training to support the work of the personal tutor and the operation of the Tutorial Programme.

## **9. Environment**

- a) Ensure that the tutor base environment is maintained to a high standard. Report any problems as appropriate.

## **Cross College**

1. Attend and contribute to Staff Hour INSET.
2. Attend general and divisional Shouts on a regular basis.
3. Contribute as appropriate to the Additional Studies programme.
4. Encourage the good behaviour of students around the College and report any serious breaches of discipline to a senior member of staff.
5. Report any problems with the College environment.
6. Carry out, as appropriate, the College policy on Health and Safety.
7. Carry out such other duties as may reasonably be requested by the Principal or his designated alternate.

Responsible to: Assistant Principal/Tutor i/c Additional Studies.