

BODMIN COLLEGE

Lostwithiel Road
Bodmin
Cornwall, PL31 1DD
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Mr B Elliott. Principal

Post: Teacher of Construction Job Description and Person Specification

Post Title:	Teacher of Construction (Maternity cover)
Purpose:	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher/group tutor. • To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents
Working time:	0.2fte
Salary/Grade:	Unqualified, Teachers Main Scale or Upper Pay Spine as appropriate
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Operational/ Strategic Planning:	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the programme/subject • To contribute to the programme/subject's Improvement Plan and its implementation • To plan and prepare courses, lessons and homework • To contribute to the Whole College's planning activities
Curriculum Provision:	To assist the Programme/Subject Leader, the Deputy Head Teaching & Learning, to ensure that the programme/subject provides a range of teaching that complements the College's strategies objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.

Staffing Staff Development: Recruitment/ Deployment of Staff:	<ul style="list-style-type: none"> • To take part in the College's staff development programme by participating in arrangements for further training and professional development. • To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the College.
Quality Assurance:	<ul style="list-style-type: none"> • To help implement College quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the Curriculum Area/Department in line with agreed College procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the College. • To follow agreed policies for communications in the College.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Information Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of ordering and allocation of equipment and materials. • To assist the Head of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the College, Department and students.
Pastoral System:	<ul style="list-style-type: none"> • To be a Group Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Tutor Group as a whole. • To liaise with relevant Pastoral staff to ensure the implementation of the College's Pastoral System. • To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life. • To monitor and evaluate the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and Progress Files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate with parents of the students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to the PSME and Citizenship and Business and Enterprise programmes according to College policy.

	<ul style="list-style-type: none"> To apply the Behaviour Management System so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that ICT, Literacy, Numeracy and the College's Specialist subject, Science, are reflected in the teaching and learning experience of students. To undertake a designated programme of teaching. To ensure a high quality learning experience for students that meets internal and external quality standards. To prepare and update subject materials. To use a variety of delivery methods that will stimulate learning appropriate to students needs and demands of the syllabus. To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To undertake assessment of students as requested by external examination bodies, Departmental and College procedures. To mark, grade and give written/verbal and diagnostic feedback as required. To provide differentiated tasks for students with SEN and for Gifted and Talented students.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the College in meeting its legal requirements for Worship.
- To actively promote the College's corporate policies.
- To continue personal development as agreed.
- To comply with the College's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PERSON SPECIFICATION

Qualifications and Professional Development	<ul style="list-style-type: none"> Graduate status Qualified Teacher Status
Values and Beliefs	<p>The qualities and skills of individuals are underpinned by their values and beliefs. So as our starting point, we are looking for someone who believes in the same things we do and has similar values. These are:</p> <ul style="list-style-type: none"> Sets high professional standards A team player Clear about what matters Sets the highest expectations of attitude and behaviour Aspirational and ambitious for all Learning-focussed Outward-looking: believing in partnerships and willing to contribute to networks Seeking technology based solutions which will change practice Forward thinking

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| | <ul style="list-style-type: none">• Positive about innovation and creative approaches• Committed to praise and celebration of success• Open and communication-focussed• Passionate about staff and student potential• Honest and trustworthy, displaying integrity• People-centred: caring and supportive of individuals• Demonstrates conviction about the transformational power of education• Strives of justice and fairness• Willing to listen and be persuaded by rational argument and evidence• Striving for perfection yet tolerant of unavoidable mistakes• Encouraging of risk taking• Relationship focussed• Accepting of student opinion and using their views to inform practice |
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Statement of Safeguarding

This role gives the postholder access to children and young people. Bodmin College has a statutory obligation to check with the Disclosure and Barring Service (DBS) in order that any criminal background including unprotected, spent convictions, bind-over orders or caution is disclosed to the Governing Body.

Only those who have been checked can be employed by Bodmin College. In the event of a successful interview you will be asked to complete a DBS application.

The successful applicant will be offered the post subject to the receipt of a satisfactory DBS check, health declaration, references and other pre-appointment checks required of the post.

November 2020