

6. Quality Assurance

- 6.1 Demonstrate, as a result of teaching that students achieve well relative to their prior achievement (and additional needs where appropriate).
- 6.2 Seek to continually improve standards.
- 6.3 Demonstrate effectiveness by achieving excellent levels of student retention.
- 6.4 Contribute to the Self-Assessment Report and Quality Improvement Plan within the area.
- 6.5 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.6 Keep a professional development file to record personal training and development.

7. Equality and Diversity

- 7.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

8. Management Information and Administration

- 8.1 Keep accurate and up to date records of student attendance in lessons.
- 8.2 Keep accurate records of set work, marks obtained and student concerns commendations using the College's student tracking system.
- 8.3 Ensure all data usage and storage complies with the College's GDPR policy.

9. Communications

- 9.1 Attend College events, briefings and meetings as part of the College schedule e.g. interview evenings, parents' evenings, open events.
- 9.2 Use the College's systems, policies and procedures to communicate issues as required.
- 9.3 Use the college student tracking system to flag student concerns and commendations.

- 9.4 Work collaboratively with the college pastoral and inclusive learning teams in the best interest of students.

10. Marketing and Liaison

- 10.1 Contribute to the marketing and promotion activities of the College and the subject area.
- 10.2 Participate in systems for the recruitment and induction of students.

11. Management of Resources

- 11.1 Manage teaching and learning resources appropriately and to best effect.
- 11.2 Contribute to departmental resources and ensure these are available to on the college VLE.

12. Other

- 12.1 Contribute to the College mission and ethos and support the aims and objectives of the College.
- 12.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect the levels of Health & Safety across the College.
- 12.3 Undertake any other duties of an equal nature as assigned by the Centre Principal or their designated alternate.