



Job Description

Post: Teacher of Law – BTEC Applied / A Level (Maternity cover - 6 months in first instance)

Salary/Grade: Sixth Form Spine point 1-9 (£33,465.12 - £51,714.00) Fixed term (6 months in first instance)

Responsible to: Head of Department

Main purpose of the post: To ensure a high quality of learner experience and outcomes through highly effective teaching, learning and assessment.

Main Duties:

1. Operational/Strategic Planning

1.1 Contribute to setting and meeting standards in the subject area's annual self assessment report and action plan in line with the College's planning and quality assurance procedures.

2. Teaching

2.1 Plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning and assessment) which takes account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.

2.2 Use, or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.

2.3 Fully adhere to the college assessment policy and procedures.

2.4 Fully utilise teaching time to support students and liaise with Pastoral and Inclusive Learning Support teams.

2.5 Make effective use of resources and learning technology appropriate to the subject matter/skill being taught.

2.6 Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.

3. Curriculum Development

3.1 Contribute to curriculum development and diversification in the subject area.

3.2 Contribute to the enrichment programme across college.

4. Staffing

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.

5. Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

Discipline

- 5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct and Discipline policy.

Support for Students

- 5.3 Work collaboratively with pastoral and inclusive learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

Learner Involvement

- 5.4 Contribute to the development and implementation of the Student Involvement Strategy in order to improve the quality of provision and to respond appropriately to student needs.
- 5.5 Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.
- 5.6 Provide students with subject-specific support in line with their Individual Learning Plans.
- 5.7 Produce reports and references for students periodically and attend parents' evenings.
- 5.8 Monitor and review student progress in line with the College's student tracking systems and make appropriate interventions as and when required.

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 Principal or his designated alternate.**



Person Specification

Post: Teacher of Law BTEC / A Level (Maternity Cover)

Responsible to: Head of Department

E: Essential

D: Desirable

Criteria	E	D	Method of Assessment
<u>Formal Qualifications</u>			
1. Appropriate teaching qualification	✓		Application
2. A relevant higher education qualification	✓		Application
3. Evidence of continuing personal and professional development		✓	Application
<u>Background & Experience</u>			
1. Successful teaching experience /practice	✓		Application/Interview
2. Successful teaching experience/practice in 14-19 age range		✓	Application/Interview
3. Experience of setting and achieving high personal standards in the delivery of teaching	✓		Application/Interview
4. Experience of setting and achieving high standards in respect of leaver retention and achievement	✓		Application/Interview
5. An ability to plan and manage effective lessons	✓		Interview/Teaching Obs
6. A creative and innovative approach to the development of teaching and learning	✓		Interview/Teaching Obs
7. An ability to contribute to teaching on a range of courses at several levels		✓	Application/Interview
8. A willingness to arrange and accompany student on a variety of visits and trips	✓		Application/Interview
9. An ability to build upon and further develop existing links with local organizations	✓		Application/Interview
10. An understanding of issues relating to teaching and learning in further education		✓	Application/Interview

11. A knowledge of self assessment and quality assurance methods		✓	Application/Interview
12. Demonstrate leadership and motivational skills	✓		Application/Interview
13. Demonstrate an ability to undertake administrative tasks for the role	✓		Application/Interview
14. An ability to respond flexibly to new challenge and opportunities	✓		Interview
Criteria	E	D	Method of Assessment
15. The ability to comply with the requirements needed to perform this role in relation to working with children and/or young people/ vulnerable adults	✓		Application/Interview
<u>Personal Qualities</u>			
1. Commitment to education and the value of learning	✓		Application/Interview
2. Self motivated	✓		Interview/Reference
3. High personal standards	✓		Interview/Reference
4. An ability to work well as an individual and as a member of a team	✓		Interview/Reference
5. An empathy with post 16 students and the ethos of the college	✓		Interview/Reference
6. A commitment to equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/or disabilities	✓		Interview/Reference
7. Excellent communication and interpersonal skills	✓		Interview/Reference
8. Enthusiasm and a commitment to provide quality learning experiences.	✓		Interview/Reference
9. A sense of humour		✓	Interview
10. ICT Literate	✓		Application/Interview



Law and Philosophy, Ethics & Religion

As a department, we put the student experience at the heart of everything we do. We are one of the largest departments in the college, catering to over 500 students across a range of courses, both A level and vocational. The current team consists of five experienced and suitably qualified members of staff of which three are on part-time contracts.

We offer A level Law on the AQA specification and BTEC Applied Law, accredited by Edexcel. Team members are expected to deliver on both, which will involve teaching the English legal system, Tort, Contract and Criminal law in detail.

The department has been graded as "Outstanding" over the previous seven years, with students achieving above their target grades and above college and national benchmarks in terms of high grades. This reflects the dedicated work and effort put in by staff to provide the best possible educational opportunities and support for our students.

In addition to work in the classroom, we also arrange a number of trips/visits for our students, including visits to the Magistrates and Crown courts, law conferences and visits to Parliament and the Royals Courts of Justice in London. We also take students on enrichment trips abroad and have visited places such as Barcelona, Athens, Berlin and Marrakech.

We would welcome a new member of the team, to contribute towards the development of the department. Our aim is to achieve the highest standards possible and maintain our "Outstanding" status and the continued success of our students.