

REIGATE COLLEGE

Job Description for a Trainee Teacher of Business

Name:

Responsible to: Head of Vocational Business

Job Purpose: Teaching and development of Business in the College

Job Responsibilities:

Teaching

1. To plan and deliver high quality teaching, supporting all students to make progress and achieve, through adaptive and inclusive teaching.
2. To set high standards for student learning, behaviour, attendance, literacy and numeracy.
3. To contribute to the development of high-quality resources and schemes of learning that are accessible and meet the needs of all learners regardless of their protected characteristics or SEND requirements.
4. To display excellent subject knowledge and understanding of the specifications/curriculum, and to keep up to date with developments and knowledge in the subject area.
5. To provide regular, clearly actionable feedback to students, support them to act on it and monitor their progress against targets.
6. Have an understanding of the skills that employers value and how these can be developed through lessons.
7. Deliver lessons that enable students to develop the skills and behaviours they need to succeed in their chosen progression pathway, be that higher education, apprenticeship or employment.
8. Explore opportunities to link learning to potential progression routes in higher education and employment.
9. To contribute to the Structured Learning of the courses that you teach, under the direction of the Head of Department or appropriate Course Leader.

Tutor

1. To act as a personal tutor to allocated groups of students, providing pastoral support, overseeing academic progress, wellbeing and engagement, supporting students' chosen progression routes, and acting as a point of contact with parents and relevant stakeholders as required.
2. To actively contribute to Community Days and central Tutorial activities including, but not limited to: Community Days, Get Ahead Day, Progression Day and Extended Tutorials.

Assessment

1. To set and mark work according to the College's Feedback and Assessment Policy.
2. To regularly check student progress through summative and formative approaches and put in place appropriate interventions to support student progress.

Support and Guidance

1. To maintain accurate records of class attendance using the College registration system and to follow up student absence.
2. To work effectively with the Learning Support Department and Pastoral Team to ensure student needs are met, including those with a disadvantage e.g. EHCP, SEND and ensure that reasonable adjustments and Exam Access Arrangements are put in place.
3. To communicate with the parents/carers of students and prospective students, including attendance at Review Meetings and Open Evenings.
4. To prepare high quality references for students and keep to internal College deadlines set.
5. To assist in the arrangements made for students to receive advice on courses in Higher Education, Apprenticeships and Career opportunities.

Record Keeping and Communication

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Faculty and College can be achieved.
2. To attend all staff meetings in accordance with the College Calendar, including a weekly department meeting.
3. To maintain accurate records including Interim Reports and contributing to students Individual Learning Plan.

Safeguarding, Data Protection and Health and Safety

1. To always act in accordance with the College's Safeguarding Policy.
2. To discharge all duties in line with data protection and GDPR.
3. To participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policy.

Professional Development

1. To proactively work to improve one's professional performance by fully engaging in the department's, College's and external staff development programmes.
2. To constructively participate in the College's appraisal arrangements to reflect, set targets and plan appropriate development plans.

General

1. To demonstrate an good understanding of and a commitment to equality and diversity, health and safety and safeguarding.
2. To work collaboratively with colleagues and leadership to maintain a manageable workload and promote a positive working environment that supports staff wellbeing.
3. To assist with organisation and accompany students on, educational visits which may include overseas, residential trips.
4. To undertake any other particular duties which may be reasonably assigned by the Principal from time to time.

(It should be noted that this is a standard teacher's job description. Naturally, account will be taken of the fact that the postholder is a trainee when allocating duties within this job description – please don't be put off!!)

Person Specification

The person appointed will be expected to have:

1. An understanding and support for the Vision and Values of the College.
2. An awareness of and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
3. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
4. Appropriate qualifications to teach in a Sixth Form College/16-19 Academy, including a degree in a relevant subject.
5. Excellent subject knowledge and understanding of the post-16 curriculum and an awareness of the needs of students in this age range.
6. Successful teaching experience, preferably at Level 3 or equivalent, with an enthusiasm for teaching and learning.
7. High expectations of all students and commitment to their success with an ability to inspire, motivate and engage learners aged 16–19.
8. Good organisational skills and attention to detail, together with a willingness to be flexible and adaptable, according to the priorities of the College at any time.
9. Excellent people skills and an ability to work constructively within a professional partnership with other staff and students, and to establish a good rapport with a range of stakeholders.
10. Experience of working with students aged 16-19 and an understanding of of and empathy with the needs of young adults.
11. A high level of discretion and confidentiality when dealing with sensitive data held in the databases and associated systems in accordance with GDPR.
12. Good IT skills, particularly knowledge of Microsoft 365 and a willingness to learn new systems and technologies.
13. The ability to stay positive and meet deadlines even when working under pressure.
14. The ability to work constructively as part of a team and as an individual.
15. The ability to prioritise and manage workload and respond to complex demands.
16. The ability to use one's initiative and work without direct supervision.
17. A commitment to personal development, training and equality of rights and opportunities.
18. Experience of planning and delivering lessons that meet diverse learner needs, including those with SEND.
19. Experience of using assessment data to monitor and improve student progress.
20. Competence in using digital learning technologies and online platforms.
21. Understanding of safeguarding and promoting the welfare of young people.

22. The ability, and willingness, to offer a second subject, if so required.

23. Excellent communication and interpersonal skills and an ability to develop and maintain professional, productive relationships with all members of staff within the College.