

## Job Description

*Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.*

*Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.*

**Job Title****Teacher****Hours of work:**

Full time.  
Directed time: 1265 hours within 195 days per year.

**Salary Scale:**

Sixth Form Colleges' Association Pay Scale (NSP1-9)  
£28,125 - £44,256 per annum dependent on qualifications and experience.

**Reporting to:**

Divisional Lead and/or Curriculum Leader.

**Liaising with:**

Other teachers within the curriculum area, group tutors, senior tutors, support staff and relevant staff with cross college responsibilities.

**Mission Statement:**

As a Catholic College, Xaverian College aims to create a Christian community in which the spiritual, moral and intellectual talents of its students are nurtured.

**Purpose:**

- To be responsible for promoting and safeguarding of children, young people and vulnerable adults you are responsible for, or come into contact with.
- To support the distinctive mission, its aims and values of Xaverian College.
- To teach in subject areas according to expertise and to contribute to appropriate curriculum development.
- To monitor, support and report on the overall progress and development of students as a teacher and as a personal tutor within the pastoral structure.

**Main Duties:**Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To have regard to the principles and values expressed in the College's Mission Statement and Charter.
- To put in to practice the College's obligations as outlined in the Student College agreement.

Curriculum Provision and Development

- To contribute to the development and delivery of curriculum subject(s) at different levels.
- To contribute to the implementation of the Inclusive Learning Initiative.
- To contribute to the development of Key Skills within the curriculum area.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To assist with the monitoring and follow up of student attendance.
- To implement College policies and procedures e.g. Safeguarding Policy, Equality & Diversity.

Code of Conduct as detailed in the College Handbook.

- To contribute to the planning activities of the curriculum area, reflecting the needs of the students and the aims and objectives of the College.
- To contribute to the effective use of IT in the curriculum area, including the development of independent learning materials where appropriate.
- Make appropriate arrangements for classes when absent, in consultation with the Head of Faculty and Curriculum Leader.
- To work as part of a team and to contribute to effective working relations.
- To arrange for classes when absent from the Faculty as detailed in Appendix 4 (8) (Professional Duties) of the Teaching Staff Conditions of Service Handbook.

#### Student Support Systems

- To act as a group tutor and carry out the duties associated with this role (reporting to a Pastoral Manager). This includes delivering the College Pastoral Programme and conducting individual student reviews.
- To monitor, support and report on the progress and development of individual students as required.
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at parents' evenings or other occasions designated by the College.

#### Quality Assurance

- To be involved in staff development activities where appropriate.
- To participate in the annual review system.
- To be aware of and comply with, all relevant College quality assurance systems and procedures, including evaluation against quality standards and performance criteria.
- To contribute to the process of the setting of targets within the curriculum area and to work towards their achievement.
- To implement common standards of practice within the curriculum area and develop effective teaching and learning styles.
- To maintain accurate and up to date information concerning students and their progress.
- To contribute to the College liaison and marketing activities e.g. the development of effective subject links with partner schools and the community, attendance at open days or evenings and parents' consultation evenings and the collection of material for College publicity information.
- To contribute to the Faculty's collection of data on students' destinations as necessary.

#### **Other:**

- To assist in liaison with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College.
- To undertake any other appropriate duties that may be reasonably assigned by the Principal.

*This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.*