

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

Salary Scale:

Sixth Form Colleges' Association Pay Scale (NSP1-9)
£33,465 - £51,714 per annum pro rata, dependent on qualifications and experience.

Reporting to:

Assistant Principal/ Divisional Lead, Assistant Divisional Lead and/or Curriculum Leader.

Liaising with:

Other teachers within the curriculum area and Division, Pastoral Tutors & Managers, Heads of Year, support staff and other 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 within the pastoral structure.

Main Duties:

Teaching, Learning and Assessment (TLA)

- 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 contribute to the process of the setting of targets within the curriculum area and to work towards their attainment.
- To implement common standards of practice within the curriculum area and develop effective teaching.
- To monitor, support and report on the progress and development of individual students as required.
- To take part in report writing and attendance at parents' evenings or other occasions designated by the College.
- To participate in the College's TLA CPD programme.
- To have regard to the principles and values expressed in the College's Mission Statement
- To put in to practice the College's obligations as outlined in the Student College agreement.

Curriculum Provision and Development

- To work as part of a team and to contribute to effective working relations.
- To contribute to the development and delivery of curriculum subject(s) at different levels (if required).
- 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 development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To be aware of the latest pedagogical developments in your subject area.
- To contribute to the implementation of the College's Studentship initiative.
- To participate in the Xaverian Xtras Life, Study and Work strands
- To implement College policies and procedures e.g. Safeguarding Policy, Equality & Diversity. Code of Conduct as detailed in the College Handbook.
- Make appropriate arrangements for classes when absent, in consultation with the Divisional Lead, Assistant Divisional Lead and Curriculum Leader.

Quality Assurance

- To participate in the annual Professional Development 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 Division's collection of data on students' destinations as necessary.

Other:

- To contribute to the school 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 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.