luminate
EDUCATION GROUP

Job Description

Group Member:	Leeds City College	
Job Title:	Teacher of Applied Science	
Reports to:	Programme Manager	
Job Grade	T2	**Department** Science

SPECIFIC ROLE RESPONSIBILITIES:

1. Responsible for retention, achievement, progress/value added, attendance and positive progression rates for an identified course or courses.
2. Maintain high quality and effective delivery across the course team.
3. Responsible for developing new units, modules and courses in line with government policy, awarding organisation developments and student demand as well as local community, economic and employer requirements.
4. Deliver and assess essential knowledge and understanding to learners.
5. Plan, prepare and develop schemes of work, lesson plans, teaching and learning resources and assessment plans and ensure these are in place for all the course(s) teaching activity.
6. Help to ensure all team members maintain and update knowledge of the subject and / or vocational area.
7. Motivate and inspire students to achieve targets and develop their skills to enable progression.
8. Reflect on what works best in teaching and learning to meet the diverse needs of students and engage in scholarly activity.
9. Develop and adapt curriculum delivery with the course team to maximise its effectiveness and efficiency.
10. Be responsible for recording student progress and meeting individual and group learner targets.
11. Develop and employ effective assessment activities and ensure student work is assessed with constructive and timely feedback provided that motivates and inspires students to improve and achieve.
12. Market courses and provide high quality IAG (including full participation in open days, transition activity, enrolment and induction).
13. Complete a course level self-assessment report and maintain the course quality improvement plan.
14. Carry out internal verification/moderation.
15. Line management of staff, for example in remote or workshop settings where other managers are not easily located.

TEACHING AND LEARNING:

- Ensure that the preparation, marking, assessment and moderation is completed promptly and efficiently within agreed timescales.
- Effectively manage the delivery of creative and active learning for each individual learner, including appropriate support where necessary.
- Continuously demonstrate a commitment towards further professional development including the application of new technologies to improve the effectiveness of learning management.

LEARNERS:

- Motivate and inspire learners to promote achievement and develop their skills to enable progression.
- Ensure an excellent learning experience which allows learners to progress to a high level, higher education or employment or employment and in which their attainment is maximized.
- Ensure the highest standard of quality advice, guidance and induction.
- Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
- Contribute to the learner tutorial process ensuring regular review of learner progress and report evenings take place.
- Ensure that the learner retention, achievement and progression rates within all the school's provision exceed national average year-on-year.
- Plan, develop and deliver a curriculum which meets the needs of the industry/sector.

QUALITY IMPROVEMENT:

- Promote excellence and continuously improve practice.
- Actively promoting continuous improvement, ensuring compliance with the College's Quality Assurance Policy and Procedures, including participation in curriculum and College's self-assessment reports, Assessment Review Boards, inspection preparation, quality audits and observation of teaching.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Luminate EDUCATION GROUP

Person Specification

Job Title:	Teacher - Science
Department	Science

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector	A / I / P
D	Q5. Holds Assessor/IV Award or willingness to work towards within 2 years	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles.	A / I / MT
E	EK2. Experience of positively managing student progression, advice and guidance in a school or Further Education setting	A / I
E	EK3. Experience of setting appropriate SMART targets to ensure progression of learners	A / I / T
E	EK4. Knowledge of current teaching practices and experience of utilising a range of teaching practices to enhance learner journey and progression	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Ability to plan and deliver quality teaching across identified modules	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I / MT
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T

| D | SC6. Ability to provide productive insight into the review process and development of identified courses | A / I |

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I