

JOB DESCRIPTION

Job Title: Teacher in Early Years
Accountable to: Head of Health, Social Care and Early Years

Job Purpose

To provide high quality teaching, learning, assessment and pastoral support for students.

2. Key Responsibilities

- Plan and deliver teaching/learning programmes using a flexible range of strategies and learning styles taking responsibility for the quality of own teaching and related curriculum development
- Develop learning resources/materials to meet individual learner needs

3. Specific Duties

- Assess student progress in College and on work experience and devise assessment processes against highly personalised progress targets
- Act as a personal tutor and liaise regularly with parents on learner progress
- Provide student advice, support, and induction
- Maintain records that support the learning experience and evidence levels of support provided

4. General Duties

- Assist in the student enrolment and internal and external marketing activities of the College
- Contribute to Programme Area curriculum development activities
- Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans
- Work to support achievement of agreed professional targets/objectives
- Undertake staff development as appropriate to ensure professional development remains current
- Have responsibility for promoting and safeguarding the welfare of the young people that you are responsible for, or come into contact with.
- Participate in College and external liaisons to ensure appropriate transition process for all the learners
- Any other duties commensurate with the grade of post

5. Budget Responsibility

The post holder **is not** a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Respect for learners and staff
- Professionalism
- Excellence in service delivery
- Commitment
- Transparency

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Teacher in Early Years - Employee Specification

	E	D	How?
Qualifications, Training and Work Related Circumstances	<ul style="list-style-type: none"> • Literacy and Numeracy to at least Level 2 • Relevant Degree or professional qualification at Level 4 • Holds Level 5 Diploma (DTLLS)/Cert Ed or equivalent • Holds Assessors qualification • Evidence of Continuous Professional Development • Willing to undertake professional development to keep self up to date • Regular and punctual attendance. 	<ul style="list-style-type: none"> • Higher degree or recognised professional qualification • Hold IQA qualification 	Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Understanding of and commitment to the principles of individual learning. • Recent/relevant industrial/ examining experience. 	<ul style="list-style-type: none"> • Knowledge of CACHE awarding body 	
Experience	<ul style="list-style-type: none"> • Teaching using a range of teaching and learning methods. • Mark and assess work in line with awarding body guidelines. 	<ul style="list-style-type: none"> • Design and delivery using ICLT. 	
Skills and Attributes	<ul style="list-style-type: none"> • Ability to devise and deliver learning opportunities to meet group and individual needs. • Ability to communicate clearly and engender enthusiasm for learning 	<ul style="list-style-type: none"> • Ability to develop IT resources to enhance learning in and beyond the classroom 	

	<ul style="list-style-type: none"> • Ability to work as a member of a team • High order organisational skills to track day to day operations and student records. • Ability to work to deadlines set by awarding bodies and the College. • Ability to implement effective IT skills in the classroom 		
Other	<ul style="list-style-type: none"> • Fit for the duties of the post • DBS check on application 		

E = Essential D = Desirable A = Application O = Observation I = Interview T= Test