

## **Teacher: A Level Biology**

**Part Time 0.4 contract (14.8 hrs per week)**

**Fixed term to end July 2022, based at the Chesterfield Road site**

**Directorate of Academic, Creative, Community, Digital and Professional Studies**

**Ref: 21.44**

### **1. The Appointment**

This is a great opportunity for dynamic, professional individual qualified in an appropriate discipline to join a forward thinking College to develop and teach our A Level Biology provision.

It is essential you are qualified to minimum of degree level in Biology and possess a teaching qualification. Candidates should have experience of successfully delivering in post 16 education, ideally A-level, within a college or school environment would be considered.

It is essential that you have the ability to build positive relationships, displaying excellent communication, organisational skills and administrative skills demonstrating a flexible and professional attitude.

You will be a highly self motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

### **2. The Post**

#### **2.1 Main Duties and Responsibilities**

- a) To lead on the planning, delivery and formative assessment for A Level programmes in line with the awarding body requirements and the College Learning Framework.
- b) To develop and deliver best practice in learning, teaching and assessment ensuring standardisation and continuity. To design, develop and monitor resources for student use.
- c) To assess learners according to established guidelines and prepare them thoroughly for external assessment.
- d) To be proactive in identifying strategies to improve student performance and success rates whilst enhancing the learning experience.
- e) To complete documentation, appropriate records of student performance and administration associated with the role and responsibilities
- f) Provide accurate current feedback on progress and outcomes to managers and students.

- g) To monitor and manage student attendance and maintain appropriate standards of behaviour, following college procedures for any unacceptable behaviour.
- h) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.
- i) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- j) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- k) To undergo continuous professional development as appropriate and directed.

## 2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To work flexibly as directed by the line manager.
- g) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications:</b>  |           |           |
| Degree in associated subject – Biology  | ✓         |           |
| Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE | ✓         |           |
| Holds qualified teacher learning and skills status (QTLS)   |           | ✓         |
| English/Maths to at least level 2   | ✓         |           |
| IT qualifications/experience  | ✓         |           |
| Masters qualification   |           | ✓         |
| <b>Experience</b>   |           |           |
| Recent experience of delivering A level in an educational sector.   | ✓         |           |
| Evidence of delivering high quality and effective learning experience   | ✓         |           |

|   | Essential | Desirable |
|---|-----------|-----------|
| Evidence of providing learning to groups and individuals  | ✓         |           |
| Evidence that you are able to apply effective approaches to teaching to more than one level and target audience   | ✓         |           |
| Ability to maximise ICT to support learning   | ✓         |           |
| Producing and presenting information and reports using a variety of methods.  | ✓         |           |
| Ability to plan, execute and evaluate activities  | ✓         |           |
| Identify, interpret and apply knowledge and information   | ✓         |           |
| Ability to analyse information and situations and recommend ways forward  | ✓         |           |
| Ability to deliver results within a pressured environment (evidenced)   | ✓         |           |
| Excellent communication skills, including the ability to influence others   | ✓         |           |
| Ability to build positive relationships   | ✓         |           |
| Self managing/reflective  | ✓         |           |
| Ability to plan and prioritise  | ✓         |           |
| Act as an effective professional ambassador of the College  | ✓         |           |
| Research skills   | ✓         |           |
| Presentation skills   | ✓         |           |
| <b>Skills /Knowledge</b>  |           |           |
| Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies   | ✓         |           |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding   | ✓         |           |
| Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility  | ✓         |           |
| An understanding of safeguarding and its importance within the college  | ✓         |           |
| <b>Qualities/Approach linked to college values</b>  |           |           |
| Demonstrate a positive approach to equality and diversity and customer service  | ✓         |           |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work  | ✓         |           |
| Demonstrate a commitment to safeguarding and promoting student welfare  | ✓         |           |
| Excellent communication skills  | ✓         |           |
| Flexible and professional approach  | ✓         |           |
| Ability to work as part of a team to achieve common objectives  | ✓         |           |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers. | ✓         |           |

#### 4. Position within the College

The post-holder will be part of Academic Studies and will report to the teaching Head of Department.

## 5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College fixed term delivery contract and is subject to those terms and conditions.
- b) Hours of work will be 14.8 hrs per week.
- c) The salary will be within the qualified delivery Scale £27,500 to £35,100 per annum. Pro rata for part time hours.
- d) You will be entitled to 32 days leave (plus bank holidays) for a full time role. Pro rata to part time hours.
- e) The college operates a contributory Average Salary Pension Scheme (Teachers' Pensions).
- f) The post holder will be located at the Chesterfield Road site of West Nottinghamshire College Site but may be expected to travel to other sites on occasions.

## 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Sunday 5<sup>th</sup> December 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**