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**JOB DESCRIPTION**

**Job title: Bank Teacher**

**Reporting to: Teacher in Charge**

**Hours: Bank hours**

**Closing Date: Monday 18 November 2024 at 5 pm**

**Job Purpose:**

To provide short- or long-term cover support in specific or varied curriculum areas. To provide support to students to ensure minimal impact from missed learning.

**Main duties and responsibilities:**

* Deliver lessons in line with cover work set by subject teachers
* Deliver series of lessons in line with planning provided by subject leads
* Communicate effectively with colleagues across college to ensure sharing of relevant student information.
* Engage with students in lessons to motivate and support them to achieve their short-term objectives
* Embed Functional English, ICT and RNC Key Skills in all lessons as appropriate and evidence related aspects of Fundamental British Values and Equality, Diversity and Inclusion as appropriate.
* Take responsibility for self, students and visitors in all aspects of Health & Safety and Safeguarding and work in accordance with college policies and procedures to comply with regulations.
* Actively participate in relevant CPD activitiesand staff development activities, including vocationally relevant training.
* Contribute to an environment where all staff, visitors and students conduct themselves in an acceptable way. To set an example of directly challenging any unacceptable behaviour on campus.

No Direct Leadership responsibilities

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION - Bank Teacher**

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required documents. Consideration will be given to candidates who may not hold the essential qualifications but who can demonstrate equivalent experience and/or a willingness to achieve the qualification on appointment

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Experience | * Teaching in an educational setting | * Working with people with learning difficulties and/or disabilities |
| Knowledge/skills | * Good working knowledge of all Microsoft applications * Awareness of health & safety practices and guidelines | * Good awareness of working with MIS systems * Understanding of enabling technologies |
| Qualifications and training | * Relevant degree * PGCE, Cert Ed or DTTLS | * ECDL or ITQ L2+ * Grade 1 braille |
| Aptitudes and abilities | * Team player * Work effectively under pressure and to deadlines * Ability to prioritise a demanding workload | * Experience of managing resources. * Be able to work with all levels of student ability. |
| Disposition, attitude and motivation | * Excellent communication skills * Solutions focussed * Positive “can do” outlook * Enthusiasm, self motivation and initiative * Willingness to work flexibly in response to the needs of the organisation * Understanding of safeguarding for our students and a commitment to safe practice * Commitment to equality and diversity and its active promotion |  |
| Additional/other | * Enhanced DBS required prior to appointment being confirmed * Eligibility to work in the UK |  |