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| **Job Title:** | Teacher – Early Years and Education | **Post No:** |  |
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| **Curriculum Area:** | BEAMPAC | **Department/**  **Team:** | CHLD |

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| **Reports to (job):** | Curriculum Director |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| **To teach a range of units from level 1 to level 3 in Early Years and Education and contribute to students’ tutoring and preparation for placements.** |

**Main Responsibilities**

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| 1. | To deliver high quality teaching and learning and undertake the full range of associated administration, quality, preparation and assessment processes. |
| 2. | To advise, guide and support learners to identify and achieve their learning aims. |
| 3. | To fully comply with college processes |
| 4. | Set and mark all work specified by examining bodies and to maintain records and contribute to the internal verification procedures. |
| 5. | Undertake specific College roles as required e.g. Course Tutor, Personal Tutor and attend course team, department and college meetings as required. |
| 6. | Monitor and review student attendance, retention and achievement. |
| 7. | Contribute to the development, planning and organisation of programmes. |
| 8. | Contribute to programme reviews, monitoring and evaluation of students’ progress and work. |
| 9. | Participate in marketing and promotional activities and liaise with schools, employers and other outside bodies as required. |
| 10. | Continuously review and evaluate teaching/student learning methods and styles whilst maintaining an awareness of new developments and initiatives in Further and Higher education. |
| 11. | Assist in organising and visiting student placements |
| 12. | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College. |
| 13. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 14. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 15. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 16. | To participate in exam invigilation as and when required |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * A relevant professional qualification to a minimum of level 4 * Recent changes and development in the Childcare sector * Teaching Qualification | * Assessor /Verifier qualification * Relevant degree * PGCE |
| Skills | * Effective interpersonal skills * Flexible and student-centred approach to learning * Literacy and numeracy at level 2 or above * Well-developed IT skills and using technology to enhance the learning experience | * QTLS * Knowledge of T-Levels |
| Experience | * A proven track record of delivering outstanding teaching and learning in Further Education * Evidence of recent continuing professional development and the impact on practice | * At least 2 years working in the Childcare/Early years Sector. |
| Special working requirements | * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group | * Experience of working with students with special educational needs. |