



North East
Better Health
at Work Award
Gold Award



Sunderland College

Hartlepool Sixth Form College – Teacher in Law

External Vacancy

Post Ref:5968 Full Time, 37 hours per week. Permanent. £22,936.09 – £38,363.84 per annum.

Following the recent merger of Sunderland College with Hartlepool Sixth Form College the programme area of Business Management at Hartlepool Sixth Form College is seeking to appoint a Teacher of Law.

For this post, successful candidates must have a degree (or equivalent) in a related discipline, along with teaching experience gained either in a school or college setting. You must have demonstrable skills in teaching and learning and be committed to quality education for students. In addition, you will have a successful track record of vocational and A-level results. It is essential that you have a recognised Level 4, or above, teaching qualification (PGCE/CertEd) or display a willingness to work towards a Diploma Level 5 teaching qualification upon appointment. Strong communication, organisational and interpersonal skills together with a commitment to working with students from a range of backgrounds are also essential.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Monday 11 December 2017.

It is anticipated that interviews will be held in the week commencing 18 December 2017.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.



Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Teacher in Law
Post Reference No:	5968
Department:	Business Management, Hartlepool Sixth Form College
Grade:	Points 1-9
Contract:	Permanent, HSFC contract
Hours:	Full time
Location:	Hartlepool Sixth Form College
Responsible to:	Programme Area Manager/Curriculum Developer
Responsible for:	Teaching on a range of courses in the specified Programme Area, and other duties including academic support tutorials and other associated administrative tasks.

The post holder will:

- 1 Support fully at all times the College's Strategic aims and objectives.
- 2 Teach on a range of courses, primarily in the specified Programme Area.
- 3 Undertake other specified duties including academic support tutorials and associated administrative tasks.
- 4 Have available an up to date syllabus and scheme of work (showing methods of delivery) for each course/class taught and to lodge a copy of this information with the Quality Manager by the start of the course.
- 5 Prepare suitable teaching and learning materials for a range of courses/classes and make use of a range of appropriate delivery methodologies including where available College virtual learning environment (VLE).
- 6 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels informing the team of any new developments.
- 7 Attend classes punctually and complete accurately all class records including the register of attendance and schemes of work.
- 8 Report any variations to the agreed class timetable to the Head of Programme Area and obtain permission for any long term or planned changes.



- 9 Keep records as required of all student assessed work and report progress or otherwise at appropriate course team meetings.
- 10 Liaise, as appropriate, with partner schools and promote your subject area.
- 11 Ensure that all MAP assessments are completed according to the agreed schedule and that the Student Information System is updated in a timely manner
- 12 Set, assess and maintain records of all examinations or end of unit assessments and where required advise Finance and Administration of such results.
- 13 Attend Programme Area, Course Team meetings as required.
- 14 Attend as required Parents Evenings, College Open Events and other promotional events of the College.
- 15 Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
- 16 Comply with all College Policies and procedures and ensure that these policies are followed by students and reflected in appropriate teaching strategies.
- 17 Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- 18 Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- 19 To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 20 To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- 21 To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 22 Undertake such other duties as are reasonably allocated either permanently or from time to time.

This is not an exhaustive list of duties but an outline of expectation of activity the post holder will be required to undertake.

This Job Specification is current as at the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Person Specification

Post Title: Teacher in Law Post Ref:5968

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Demonstrate the ability to teach using a range of effective teaching, learning and assessment methods Good understanding of teaching and learning strategies Excellent interpersonal skills Demonstrate successful achievement within teaching Teaching incorporating ILT IT Skills Ability to lead, motivate and inspire students Ability and willingness to work as part of a team	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Appropriate degree or equivalent/relevant vocational qualification Teacher qualification or commitment to work towards Assessor Awards Up to date Continuous Professional Development Maths and English Qualifications to level 2	✓ ✓ ✓ ✓	✓
Experience Teaching relevant subject specialism in a post 16 institution Successful experience of delivering high quality provision Evidence of curriculum development Breadth of curriculum experience and knowledge with the proven ability to produce high quality curriculum planning Appropriate academic/vocational experiences Experience of the quality assurance process, and liaising with awarding bodies Teach BTEC level 3 and A level Law Teach HNC/HND/Foundation Degree Law Teach across a range of business related subjects eg Economics	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Disposition		



Ability to relate to a Sixth Form College culture and ethos	✓	
Enthusiastic and committed approach to supporting learners from a variety of backgrounds	✓	
Proven ability to interact effectively with all members of the college community (Parents, employers, staff, learners and stakeholders)	✓	
To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	✓	
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	✓	
Good/Outstanding Teaching Observation Grade(s)	✓	
Demonstrable evidence of successful External or Internal Inspection outcomes	✓	
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓	