LTE group
Learning | Training | Employment

Role Profile

Job Title	**Teacher - FE**	**Department**	**FE - Curriculum**
Business Unit	**The Manchester College**		
Location	**Various**	**Reports to**	**Head of Department**
Direct Reports	**None**	**Cost Centre**	
Status	**Regulated Role**		

1. Job Purpose

As directed by the Head of Department and working with your Course Leader you will provide supervision of your curriculum area ensuring that you meet budget, quality and operational targets. You will deliver high quality, student focused education to meet contractual requirements and standards, in line with TMC policies and procedures.

2. Key Accountabilities

- Teaching – Deliver outstanding teaching, learning and assessment including activities, resources and homework, to be used in the classroom, study areas, off site and at home.
- Teach across a range of programmes from entry to level 4 within the designated discipline.
- Maintain the timely and accurate completion of registers and electronic recording systems.
- Develop resources and teaching materials to meet course guidance/frameworks.
- Within a Scheme of Learning, develop lesson plans to ensure compliance with curriculum best practice and quality targets.
- Develop assessments and mark students' work, ensuring learning outcomes have been met and that feedback is both constructive and includes how to further develop learning.
- Use technology to develop and enhance the learning environment both inside and outside of the classroom.
- Ensure delivery and embedding of employability skills, English and Maths and citizenship in schemes of learning and lesson plans.
- Work closely with Achievement Tutors, English and Maths Teachers, Support Teachers/staff, Course Teachers and Employability Coordinators to ensure all student welfare and support issues are in place and ensure students are on track to achieve and happy in their studies.
- Undertake internal verification and invigilation as and when required in accordance with college policies and awarding body requirements.
- Engage with quality assurance procedures including lesson observation, maintaining course files, electronic recording systems, contributing to Course Reviews and Internal and external verification meetings (This list is not exhaustive).
- Deliver module/unit content to include student and employer feedback to ensure current validity.
- Attend course meetings as required to contribute towards the progress and achievement of students and development of courses.
- Attend and positively engage in college CPD and Industry updating ensuring pedagogy is continually developed including current industry practice in line with college policy.
- Assist in the pre-entry, recruitment, selection and admissions activities internal and externally.
- Participate and assist with the development of publicity material, marketing activities, CEIAG advice, to support the recruitment and progression of students.
- Timely and accurate recording and record keeping and associated administrate duties.
- Ensure that student records are accurate and maintained in line with data protection and TMC policies.
- Compliance with TMC & stakeholder policies and procedures.

- Work in conjunction with stakeholders and clients where appropriate.

3. Management & Leadership

- None

4. Financial Responsibilities

- Completion of registers to ensure accuracy of attendance in line with funding regulations.

5. Qualifications, Experience & Skills

Qualifications

Essential

- Certificate of education or PGCE.
- Current and valid industry specialism.
- Assessor qualifications (if required by Awarding Organisation).
- Minimum Level 3 occupational qualification.
- English and maths minimum level 2 Grade C or grade 4 and above.

Desirable

- Degree.
- Level 2 IT qualification.

Experience

Essential

- Significant Experience of delivering outstanding teaching and learning.
- Proven track record of high-quality teaching in delivering subject specialism or current valid industry specialism.

Desirable

- N/A

Skills

Essential

- Working as a team.
- Verbal and written communication skills.
- Meet delivery targets and plans.
- Accurate and timely reports and records.
- Positive contribution to planning processes.

Desirable

- Positive student satisfaction.

6. Values & Behaviours

All colleagues who work at LTE Group play a part in delivering our mission of; **Creating better futures together through learning, skills and work.**

Our Values shape our culture alongside our Behavioural Framework which helps to bring those values to life and helps to define what we expect from our colleagues, managers and leaders.

Values

One Group – We work together as one team to achieve LTE goals
Innovative – We embrace creative thinking and technology to make a difference
Excellence – We achieve the highest standards, learn from our experience and celebrate success
Ethical – We do what's right, acting with integrity and letting our values guide our decisions
Sustainable – We act today with tomorrow in mind to create a safe and lasting impact

7. General

- To actively contribute to the groups commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.
- To actively contribute to the principles of Equality and Diversity within the group.
- To work flexibly as required on any business unit site or external premises, if required.
- To carry out such training, re-training and updating as may be necessary to fulfil the requirements of the post.
- To ensure duties are carried out with full regard to Health & Safety legislation and to enable the group to meet its objectives in providing a safe and healthy environment for all users.
- To undertake other duties that Management may, from time to time, reasonably require, commensurate with the grade.

8. Approvals

Job Holder		**Name**	
Signature		**Date**	
Line Manager		**Name**	
Signature		**Date**	
Head of Department		**Name**	
Signature		**Date**	