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**Job Description**

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| **Post:** | Foundation Learning Teacher |
| **Salary Grade:** | *£29,178.90 - £35,463.12FTE depending upon experience and qualifications* |
| **Responsible to:** | Learning Manager for Foundation Learning and Learning Support |
| **Responsible for:** | The planning and delivery of Foundation Learning programmes from Entry Level to Level 1 across the college. |

**Job Purpose:**

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| **1** | To support outstanding achievement, retention, success and progression for all students on Foundation Learning programmes through ensuring consistently excellent teaching, learning and assessment are delivered. |
| **2** | To be a key member of the department, supporting the Learning Manager and Course Managers as necessary. |
| **3** | To be a Course Manager within the department. |
| **4** | To teach on a range of classes across the provision. |

**Description of Duties and Responsibilities:**

The following duties and responsibilities are not shown in order of priority or frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

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| **1** | To plan and deliver high quality teaching, learning, assessment and support leading to excellent retention, achievement and success rates. |
| **2** | To record, share and regularly monitor student progress. |
| **3** | To prepare schemes of learning, keep relevant records and undertake all administration relevant to teaching duties. |
| **4** | To carry out ongoing initial, diagnostic and formative assessment of learners. |
| **5** | To continuously develop resources and activities to ensure an interactive and engaging learning environment. |
| **6** | To attend all departmental, course team and verification meetings. |
| **7** | To be a Course Manager and carry out the duties associated with this role. |
| **8** | To work with administration teams and Course Managers as necessary to support assessments taking place throughout the year. |
| **9** | To contribute positively to programme teams and any cross college activities. |
| **10** | To take responsibility for maintaining working standards/operations which ensure compliance with Health and Safety regulations.  To support the Learning Manager and others with lone working and H&S policies.  To take reasonable care to safeguard their own safety and that of others with whom they work. |
| **11** | To support other members of the team with key responsibilities in moving the team forward and developing provision. |
| **12** | To cover lessons for absent colleagues where needed as directed by the Learning Manager. |
| **13** | To support the Learning Manager and others with external visits from other providers, organisations, employers or quality control bodies such as Ofsted. |
| **14** | Attend and support open evenings throughout the year. |
| **15** | Attend parents’ evenings throughout the year. |
| **16** | To deliver high quality teaching to all students, allowing all students to progress and fulfil their full potential. |
| **17** | To undertake relevant effective continual professional learning and training as required. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Fully support and adhere to the college approved strategies, policies and procedures. |
| **2** | Responsible for Student Success Rates, Retention and Achievement |
| **3** | Be responsible for the safeguarding of all learners and staff. |
| **4** | Actively promote the college Equal Opportunities policy, encouraging staff awareness and participation. |
| **5** | Support the college’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| **6** | Provide the best possible service to customers (both internal and external) in line with college standards. |

This job description is current as at the date shown below.

In consultation, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | A recognised teaching qualification, Cert Ed /PGCE / DTLLS | Y |  | A |
| 2 | Level 4 / 5 Subject Specialist in English, maths or LDD |  | Y | A |
| 3 | GCSE grade A to C English and Maths or functional skills level 2 | Y |  | A |
|  |  |  |  |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 5 | Experience of delivering Foundation Learning programmes at all levels. | Y |  | A/I |
| 6 | Evidence of carrying out initial and diagnostic assessment of students | Y |  | A/I |
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|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 7 | Evidence of high quality teaching/training, learning and assessment | Y |  | MT |
| 8 | Ability to work with a wide range of students and manage challenging behaviour. | Y |  | MT/I |
| 9 | Willing to teach across a mixed range of programmes and work under pressure. | Y |  | I |
| 10 | Ability to teach Functional Skills English/maths at lower levels. | Y |  | A |
| 11 | Ability to work flexibly and effectively as part of a team, to include some evenings and occasional weekend work as necessary. | Y |  | A |
| 12 | Ability to work positively with young people and/or vulnerable adults | Y |  | A |
| 13 | Excellent communication and interpersonal skills | Y |  | A/I |
| 14 | Excellent organisational skills, maintaining records and ensuring consistent and accurate data at all times. | Y |  | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

MT = Micro Teach session