



Information

Subject Tutor

THE PURPOSE OF THE JOB is to ensure that all students in the tutor's care receive from Priestley College the best possible learning opportunities related to realistic achievable learning goals.

The Subject Tutor is accountable to the Curriculum Manager.

KEY OUTCOMES OF THE JOB are:

- Healthy enrolment and retention of students and high rates of success in specified learning goals.
- Students who are informed, who feel confident in their learning and who enjoy the experience of the subject at Priestley College.
- A welcoming, pleasant and work-focused atmosphere in the learning environment.
- Colleagues who feel that an appropriate contribution is made to the work of the team.

KEY TASKS OF THE JOB are:

- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To manage teaching and learning programmes for groups and individuals, assessing needs, identifying appropriate teaching and learning strategies and developing and using relevant resources.
- To monitor closely, assess the work and report the progress of individual students of the subject in line with the College's arrangements for monitoring and assessing students' progress and reporting and recording such information.
- To support students in their learning through induction, guidance and performance management, recognising individuals' needs and in close liaison with the College's Student Services team.
- To be responsible for the accurate and timely administration of all matters related to student and course management, liaising closely with MIS and ensuring the requirements of all external agencies, including examination boards and awarding bodies are met.
- To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area and ensure teaching and learning is relevant and up-to-date.
- To help market the subject area to prospective students of the College through such liaison and promotion activities as may be required.
- To contribute to the overall work of the subject within the College, including open evenings, field trips, enhancement programmes and extra-curricular activities as appropriate.
- To seek out and take part in appropriate training opportunities as part of personal professional development and in response to the developmental needs of the College and of the subject area.
- To reflect upon and evaluate one's own performance, undertaking professional review in line with the College's Quality Assurance framework.
- To perform the normal duties of a teacher in Priestley College.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment