

### Job description and person specification

Job Title:	Teacher of Chemistry
Department:	CATS College
Reports to:	Curriculum Director (mainly, academic), Programme Director (Pastoral)
Location:	CATS College London

### The Company

Cambridge Education Group (CEG) is one of the leading providers of pre-university academic courses and English language courses in the UK. We provide pre-university programmes including 'A' Level, IB and University Foundation, as well as English Language Study, to the growing market of international students seeking to enter UK universities.

The Group operates under a different operating brands, CATS Colleges – 6th form colleges in Cambridge, Canterbury and London; CSVPA; FoundationCampus – teaching foundation courses to university degrees on campuses in the UK, USA and Europe; and Stafford House – the English Language teaching brand & Stafford House Study Holidays.

Cambridge Education Group aims to be the undisputed customer service leader in the international education sector and to be recognised as such by its agents, parents and their clients, by the universities it works with and by its competitors. The objective is simple, to embed exceptionally high standards of service delivery into every single customer interaction that takes place with CEG and to ensure that the defined CARE principles are a constant focus for all; that they are clearly understood and are effectively applied across the whole organisation in all teams and at all levels of responsibility.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Job overview

The post holder will develop, deliver, and support academic programmes in line with agreed standards and policies.

To teach (I)GCSE, A-Level, Foundation and other courses and discharge the duties of Personal Tutor (PT) within the College as required.

To plan, prepare and teach strong lessons for the classroom which enthuse and inspire students, and promote enjoyment of learning. To effectively use a variety of teaching styles, having regard to the individual learning needs of students.

To select and sequence appropriate materials, resources and approaches according to the course type and learners.

To meet challenging, but realistic educational targets that demonstrate excellence in student academic progress.

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

### Key responsibilities and capabilities

As a subject teacher:

- To assess, track and provide relevant and timely formative feedback on achievement, progress and developmental needs to students, academic and other managers/colleagues, including student records and integrate this into weekly and termly planning.
- To set, evaluate, and mark promptly a range of formative and summative assessments as appropriate for students including placement tests, course work, homework, examinations in accordance with the College Assessment and Marking Policy and procedures and to record marks and grades on College systems as requested,
- Ensure accurate attendance records are kept for every lesson using the College electronic systems.
- To write half-termly reports on students with clear formative comments and targets as to how to improve work, by deadlines given, and provide regular estimated grades and feedback on tests as required.
- To complete associated and administrative tasks to deadlines, as directed.
- To ensure lessons are in line with Schemes of Work and their respective objectives, and that these are shared with students. To give feedback on materials, courses and lessons to academic and other managers/colleagues as required.
- To develop materials and resources, implement, support and/or lead in the production and improvement of Schemes of Work as appropriate, and undertake other academic project work as directed.
- To provide work for supervised study when a student has not completed assignments, notify Curriculum Director or relevant staff, and ensure work is marked promptly.

As a personal tutor:

- To induct students appropriately, to provide academic advice, counselling, educational guidance, and tutorial support to students, including individual learning plans as directed.
- To supervise students' attendance and behaviour and follow up as appropriate, in accordance with the College Behaviour and Attendance policies.
- To encourage students to participate in all sports and social activities.
- To approve Exeats, in line with college systems.
- To deal with student issues/emergencies as and when they arise.
- To promote intercultural understanding and be flexible to specific cultural needs of students.

General responsibilities:

- To contribute towards the optimal utilization of learning environments, e.g. Notice boards and displays to motivate and inform students.
- To supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times.
- To attend academic, departmental and College meetings when required, and attend/deliver INSET sessions as directed. Part Time staff are required to attend meetings and may claim payment at meetings rate to do so.
- To adhere to the standards and procedures detailed in the Staff and PT Handbooks and accompanying policies.
- To be aware of your responsibility to promote and safeguard the welfare of children and young person's you are responsible for/come into contact with during your employment, and be fully aware of the College Child Protection Policy.
- To participate in Performance Management scheme in line with College policies and procedures.

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- To adhere to all statutory regulations and to CATS policies and procedures.
- To undertake any reasonable duties as required.

### Person Specification

#### General

- Is supportive of the aims, ethos and mission statement of the College both inside and outside the classroom.

#### Motivation

- Is proactive rather than reactive in approach, and can act on own initiative.
- Takes responsibility and ownership for work issues and problems of a primary operational nature.
- Implements improvements to work processes and practices within his/her remit.
- In conjunction with the Principal and other staff, contribute to the establishment of best practices that can be shared across CATS Colleges.
- Understands College goals and direction and brings these to bear in teaching.

#### Drive

- Is energetic, enthusiastic and demonstrates a positive attitude.
- Committed to the role and to team / College.
- Gets things done through influence and fairness, rather than by railroading others.
- Can confront and overcome obstacles to progress.

#### Intellect

- Demonstrates good critical thinking skills to understand student and staff issues.
- Can suggest and where appropriate implement solutions appropriate to student and staff situations.
- Gathers facts and analyses situations in objective, accurate and organised fashion.

#### Judgement

- Can think and act rationally and maturely without undue bias or reliance on emotional responses.
- Can weigh up information, issues and evidence and draw balanced conclusions from such.
- Shows clearly that he/she is learning from experience.
- Knows when to ask for support and advice from colleagues.

#### Credibility and Communication

- Has positive, professional relationships with students, staff and parents/agents.
- Projects appropriate professional image.
- Speaks clearly, sensitively and persuasively when interacting with internal personnel.
- Keeps line manager and team informed of progress or difficulties.
- Share in promoting excellence in teaching; from productive teamwork to the self monitoring and improvement of teaching standards in school.
- Displays excellent listening and questioning skills.

#### Resilience

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- Can balance the normal demands or a range of work and responsibilities without disruption to other team members or College staff.
- Can prioritise conflicting demands.
- Remains balanced, rational and tolerant in dealing with others at all times.

### Customer Focus

- Demonstrates a clear empathy with students and staff and understands their needs.
- Shows awareness of issues pertaining to working in a multi-cultural environment.
- Understands the demands of working within a market-led organisation.

### Technical

- Comfortable with use of Microsoft Office and other applications.
- Good level of written and spoken English.
- Problem-solving abilities.
- Accuracy and time-keeping.

### Teamwork

- Has the confidence and respect of peers, Departmental team and other College staff.
- Supports an open and supportive team climate.

### Organisation

- Meets deadlines and is able to be flexible when situations demand.
- Demonstrates a capability to balance competing demands.

### Customer First – It's ESSENTIAL all candidates meet the CEG Customer First CARE Principles:-

#### Commit

- Goes the extra mile
- Follows-up & follows through

#### Act

- Takes ownership
- Looks for a solution

#### Respond

- Addresses issues positively
- Communicates proactively

#### Empathise

- Is an active listener
- Is respectful and values our customers