

Key accountabilities	Key tasks
Ensuring Compliance	<ul style="list-style-type: none"> • Establish protocols for teachers and leaders of vocational qualifications to ensure that all aspects of course delivery and assessment are fully understood and adhered to • Produce an assessment calendar for all vocational qualifications that includes component deadlines and dates and venues for set assignments • Ensure that rigorous moderation and checking procedures are in place for all components prior to deadlines to check that assessment specifications have been adhered to • Develop a checking procedure to eliminate possible submission of AI generated work • Set an excellent example to students of good behaviour, professionalism and respect • Build and maintain positive working relationships with stakeholders, including colleagues, students and parents, ensuring that communication is timely and accurate and in line with the school's ethos • Participate in and contribute to the life of the school and community.
Quality Assurance	<ul style="list-style-type: none"> • Ensure that the delivery of vocational qualifications enables students to achieve their potential through quality teaching and appropriate deployment of resources and materials • Develop processes for tracking progress of students through vocational qualifications and plan intervention, where necessary, alongside the Quality Nominee • Review student work prior to submission to ensure that it is commensurate with ability and target grade.

Curriculum Planning	<ul style="list-style-type: none"> • To review the current offer of vocational qualifications on a year to year basis • Research potential new courses that may be viable for the students of the school • Assist the Assistant Headteacher with responsibility for timetabling in mapping qualifications to the wider curriculum plan.
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Person Specification

	ESSENTIAL	DESIRABLE
Education / qualifications	<ul style="list-style-type: none"> • Degree and Qualified teacher status (or working towards), with direct experience in the subject area 	
Experience	<ul style="list-style-type: none"> • Experience of working with students aged 11-16 • Teaching all ability ranges 	<ul style="list-style-type: none"> • Experience of teaching to GCSE level • Contributions to wider school life

Specialist knowledge & skills	<ul style="list-style-type: none"> • National Curriculum at key stages 3 and 4 • Excellent level of specialist subject knowledge, including an awareness of current updates and issues • Highly effective teaching and learning styles • Monitoring, assessment, recording and reporting of student progress • Excellent classroom leadership and management skills 	<ul style="list-style-type: none"> • Familiarity with data collection and analysis
Personal skills	<ul style="list-style-type: none"> • Professional, well organised and well presented • Ability to build strong and positive working relationships with adults and children • Outstanding communication skills • Professional resilience • A sensitive and diplomatic approach 	

	<ul style="list-style-type: none">• A willingness to embrace and enrich school life	
General	<ul style="list-style-type: none">• Excellent understanding of safeguarding guidance	<ul style="list-style-type: none">• A good understanding of school policies