

Preparing to teach in the lifelong learning sector

[Education](#), [University](#)



Preparing to Teach in the Lifelong Learning Sector Assignment 1 Teacher role and responsibilities This essay will highlight the roles and responsibilities of the teacher teaching in post 16 education. Below are some significant ones.

1. Professionalism: Turning up on time, dressing according to the college guidelines. Making sure you carry out your work according to the rules & regulations. Communicating & addressing students and staff appropriately.
2. Facilitate learning: This would involve preparing lesson plans & creating any associated resources. Delivering the session in the best possible manner for the students. Testing & marking work so students are able to gain feedback on their progress.
3. Subject knowledge: Knowing the subject extremely well & actively keeping on top of new developments in the subject area or teaching practice.
4. Understand student needs: Making sure the course & college meet the student's needs. If there are shortcomings then the teacher should be able to refer students to a professional.
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Organisation: As a teacher you have to complete attendance records for the college as well as maintain records on the learner's progress for the benefit of the student. Setting assignments at the right time as well as giving them back at the right time. Booking the right rooms at the right time as well as entering students for the exams are just some examples where as a teacher we have to have great administration skills.

6. Confidentiality: Students may from time to time experience difficulties whether in their personal lives or because of college which affects their learning. A teacher must be able to direct students to the best place for help while at the same time keeping any issues confidential.
7. Staff meetings: As teachers we have to attend staff meetings within the department or college to discuss matters affecting the

staff or students. 8. Continued professional development: To be a good teacher means continuing to strive to be a better teacher. This involves attending exhibitions & conferences to enhance your knowledge of teaching & education so that you can become a better teacher. It's important that the teacher conducts their role within certain boundaries for the benefit of their own reputation, that of the college, as well as the profession. A teacher needs to have good professional relationships with all the students so that they can get the best out of them. Below I will highlight some important aspects in this area to ensure while trying to have a good relationship this does not become inappropriate. Communication: The teacher should take care in how they communicate with the student. This should be in a warm & friendly manner not to be mistaken for friendship or an invitation to a personal relationship. Calls to personal phones should be avoided unless there is a good reason. Emails should be carefully worded so that they are not misinterpreted. Verbal communication should similarly be careful to prevent any unwanted accusations. The teacher should avoid making physical contact with students as this would be deemed inappropriate & would make students feel uncomfortable. Exceptions to this rule would be if you were to teach something where physical contact is necessary to carry out the teaching. For example teaching first aid or massage where you have to show students how to perform tasks on the body. Lecturers should also keep a suitable physical distance from students & respect their personal space. Being too close to someone can cause them discomfort or anxiety. There are a number of laws which help guide the teacher provide a good learning experience. These policies have implications for teachers inside

class. Below I have highlighted a few & how they relate to post compulsory education. Health and Safety at Work Act 1974: This requires that the classroom must be suitable & safe for students to learn in. As an example the classroom should be well lit, ventilated & temperature set at a comfortable setting. There should be no loose cables. Furniture such as chairs and tables should be secure & function properly.

Whiteboard/smartboard should be comfortable to view by everyone & lighting so that it does not provide glare. Where students are using computers they should be set up so that it provides good posture & minimal strain on the body. Last but not least everyone should be aware of the fire exits & procedures in the event of an emergency. Equality Act 2010: The Equality Act of 2010 bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. In the context of classroom teaching this would mean that all learners should be given a chance to participate & be treated equally without discrimination on the grounds of sex, race, colour etc. Data Protection Act 1998: The college or teacher should only ask for information about the student that is necessary for them to perform their role. Once this information has been taken reasonable safeguards should be put in place so that this information is secure & not made available to whom it does not concern. Based on what I have observed health & safety has an impact on the student's ability to learn. For example if the classroom is not adequately lit the student will strain their eye. If the student cannot see the smartboard/whiteboard or the colour combinations then it adversely affects their learning. Needless to say there should not be any loose electric cables otherwise it's a trip hazard. With

regards to the equality act it's important all students are treated fairly & equally. There have been times in class where one student dominates the discussion always keen to answer the teacher's question. The teacher needs to make sure other students are given a chance to talk & so asking a specific section of students gives them a chance to participate who may not have otherwise done so. With regards to data protection its important that student details such as name, address, phone number as well as any assignment grades are kept confidential. Students may choose to disclose this information themselves but its important that the teacher does not reveal such information. I am pleased to say I have not seen anything contrary to this so far. With regards to the equality act, every student should be treated the same regardless of ability, race, background etc. The impact it has that it allows everyone to reach their best potential & not feel discriminated against. Again I have not witnessed this not taking place. Also I have noted that the college provides good access for those with impaired mobility therefore allowing those groups of people to have equal access to the teaching at the college. By Sheraz Malik