



Teaching & Learning Policy

Teaching Staff

All our staff have an appropriate level of subject knowledge, a first degree and a teaching qualification unless specifically arranged with the Principals ie NQTs or teachers in training. They will be expected to deliver the course in such a way as to maximise the facilitation of learning, taking into account differentiation and non-native English speakers.

Supporting documentation:

- CVs of all teaching staff
- Employment contracts with full details of duties and responsibilities
- Sample lesson plans
- Schemes of Work
- Samples of students' work
- Samples of teachers' marking and comments

Albemarle College is committed to providing the very best education possible to all its students. To this end staff recruitment is rigorous, with references checked and CVs verified and a stringent teaching test policy in place. All prospective teaching staff must undergo a teaching demonstration, providing a relevant and current specification AS, A2 or GCSE lesson to at least two senior members of staff. This must be professionally delivered, comprehensively planned and encompass the syllabus and assessment objectives provided by the Examination Board specified. Teachers are appointed at the discretion of Senior Management following discussions as to the merits and suitability of the prospective candidate.

We plan to deliver teaching of the highest quality, provided by professionals who are well qualified, fully trained and cognizant of the changing and developing education curriculums on offer. Professional standards, regular reflection and excellent subject knowledge are mandatory requirements. Our teachers are experts in their field, with full and updated knowledge of their academic curriculums and excellent skills in planning, delivery, assessment, differentiation, teamwork and collaboration to ensure the optimum student/ teacher relationship regardless of ability.

Students (Learning)

Pre-enrolment students receive all relevant information: entry requirements, fee charges, refund policy and required personal documentation. Students must be adequately informed of the details of their chosen course, specification, examination details and reading lists.

Supporting documentation:

- Student handbook
- Course outlines, descriptions

All our students are entitled to the highest quality teaching and supervision. We expect all our students to develop respectful and comfortable relationships with their Personal Tutor and subject tutors. Students must feel supported and safe, free to develop their skills and achieve their maximum potential without prejudice. The learning environment at Albemarle should be positive, constructive and well monitored at all times, taking into consideration differing needs and abilities.

Our Provision

The College library provides not only course-relevant material but guidance on university entry and careers. Interactive whiteboards, fully functioning laboratories and student computers are provided alongside high-quality handouts tailored by tutors for the lesson. Students also have access to a Common Room for their sole use and a water fountain.

We provide a learning environment which encourages communication and regular monitoring with feedback for constructive growth.