



DAY WATERMAN COLLEGE

Job description for Teachers

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| Reviewed: | 10th December 2018 |
| Approved by: | |
| Date approved: | |
| Next Review Date | 1st December 2019 |
| Person Responsible | Vice-Principal Academics |

This document is to be reviewed annually and updated as often as necessary.



Job Title: Teachers

Reporting to: Curriculum Leader

Job Overview

The teacher shall create and deliver engaging lessons to diverse groups of students at all levels and promote enthusiasm for learning following approved teaching and learning guidelines. The teacher shall perform, in accordance with any directions which may reasonably be given to him/her by the Principal and Vice Principal from time to time.

Key responsibilities and capabilities

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

Teaching

- Planning, preparing, and delivering lessons which meets established school curriculum models
- Teaching, according to their educational needs, the students assigned to the teacher including the setting and marking of work to be carried out in the school
- Assessing, recording, and reporting on the development, progress, and attainment of students

Other activities

- Promote the general progress and well-being of individual students and of any class or group of students assigned to him/her.
- Provide professional guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports
- Make records of and reports on the personal and social needs of students
- Communicate and consult with the parents of the students when the need arises
- Participate in meetings arranged for any of the purposes described above

Assessments and reports

- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.

Review: Further Training and Development:

- Review from time-to-time methods of teaching and programmes of work
- Participate in arrangements for further training and professional development as a teacher

Educational methods:

- Advise and co-operate with the leadership and other teachers [or any one or more of them] on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

Discipline, Health and Safety:

- Maintain, good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorized school activities elsewhere



Extra-curricular activities:

- In addition to regular workload, each full-time teacher will conduct an approved extra-curricular activity for at least one session during the week and participate in weekend duties as scheduled

Staff meetings:

- Participate in meetings at the school which relate to the curriculum for the school or the administration or organization of the school

Cover:

- Supervise and so far, as practicable teach students whose teacher is not available to teach them, when required (A cover timetable shall operate at the School to cover colleagues' classes at times of absence or sickness)

Public examinations

- Participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

Management:

- Contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Co-ordinate or manage the work of other teachers as assigned
- Take part as may be required of in the review, development and management of activities relating to the curriculum and organisation of the school

Administration:

- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

PERSON SPECIFICATION

Educational Qualification

- Education University Degree relevant to curriculum area
- QTS/TRCN Registration or equivalent

Essential

- Excellent written and verbal communication skills, with attention to detail
- Strong analytical, organizational, and multi-tasking skills.
- Professional disposition and ability to maintain confidentiality
- Result oriented, target driven proactive and solution minded attitude
- Confidence and leadership skills
- Energetic, highly self-motivated, and able to work efficiently and productively.
- At least 3 years' experience teaching the British curriculum



Desirable

- Ability to teach more than a subject

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the principal or the incumbent of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the relevant Safeguarding Child Protection Policy and Procedures. If while carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead.

By signing this document, I have received a copy of this job description and have read and understand its contents. I understand that this job description is not intended to be an exhaustive list of all job duties, responsibilities or qualifications associated with the job.

Employee: -----

Signature & Date: -----

Curriculum Leader: -----

Signature & Date: -----

Vice Principal: -----

Signature & Date: -----