

OAKGROVE INTEGRATED COLLEGE
JOB DESCRIPTION

POST TITLE: MAIN SCALE TEACHER

PURPOSE OF POST:

- To share and support the aims and objectives of Oakgrove Integrated College.
- To plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in your classes.
- To facilitate and encourage an active learning experience that provides students with the opportunity to succeed and achieve their individual potential.
- To monitor and support the overall progress, development and personal growth of students as a teacher and form tutor.
- To actively contribute to the work of a specified subject area(s) and contribute to the raising of student attainment.
- To support other staff within the teams you work.
- To take a full part in the life of the school community.

TO WHOM POSTHOLDER REPORTS:

- Head of Department
- Head of Year
- Principal

GENERIC REONSIBILITIES:

Student Learning

1. To plan and prepare courses and lessons for the students in classes assigned to you.
2. To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the subject area.
3. To contribute to the subject areas evaluation, review and development planning and its implementation.
4. To ensure the effective and efficient deployment of learning and teaching support in your classroom.
5. To maintain appropriate records and to provide relevant accurate and up to date subject area information and for MIS as required.
6. To monitor student progress and use data to inform teaching and learning.
7. To communicate effectively with students.
8. To communicate effectively with the parents of students.
9. To take part as required in Parents Evenings, and whole school events.
10. To contribute to the development of effective links with external agencies to enhance the learning process.
11. To maintain good order and apply the Positive Behaviour Policy of the school so that effective teaching and learning can take place.

Teaching

1. To teach students according to their learning and educational needs, including the setting and marking of work to be carried out in school and elsewhere.
2. To have high expectations of the students in your classes.
3. To ensure a high quality learning experience for students.

4. To prepare and update teaching materials.
5. To use a variety of teaching and learning methods that will stimulate learning.
6. To incorporate Assessment for Learning strategies as part of your teaching.
7. To encourage good practice with regard to standards and quality of work and homework, punctuality and behaviour.
8. To expect and encourage good manners and respect of other people.
9. To assess, record and report on the attendance, progress, development and attainment of students and to ensure records are kept as required.
10. To mark, grade and give written/verbal feedback to the student as required.
11. To provide, or contribute to, oral and written assessments reports and references relating to individual students or groups of students.

Staff Learning

1. To take responsibility for your own personal learning and development in your subject area and in teaching pedagogy.
2. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
3. To work as a member of a subject team; to support colleagues and encourage colleagues to support you.
4. To engage actively in the school's PRSD process.

Student Personal Well Being

1. To embrace, and demonstrate a commitment to Integrated Education in your classroom and around the school.
2. To be a Form Tutor to an assigned group of students.
3. To promote the progress and personal wellbeing of individual students and of the Form Group as a whole.
4. To liaise with and support the Head of Year to ensure the development of a year group ethos, and to ensure the implementation of the school's pastoral system.
5. To register the students in their Form Group, accompany them to assemblies, encourage full attendance and punctuality, and encourage them to participate in all aspects of school life.
6. To support the Head of Year in:
 - a. evaluating and monitoring the progress of students
 - b. contributing to the target setting for students in your Form Group
 - c. contributing to the preparation of Action Plans and annual reports as required
7. To alert staff as appropriate to changes in students' specific circumstances as they arise.
8. To communicate as appropriate with parents of the students.

All teachers are expected to:

- Exercise their general professional duties as laid down in the School Teachers Pay and Conditions Document.
- To carry out such particular duties as the Principal may reasonably direct, in accordance with Teachers' Pay and conditions of service.