

Job Description

TEACHER OF INTEGRATED STUDIES

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| Purpose: | <ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students. To monitor and support the overall progress and development of students as a teacher/ Form Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. |
| Reporting to: | Head of Department |
| MAIN (CORE) DUTIES | |
| Teaching: | <ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of work. To assess, record and report on the attendance, progress, development and attainment of students. To undertake assessment of students as requested by external examination bodies, departmental and school procedures. To mark, grade and give written/verbal and diagnostic feedback. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. To ensure a high quality learning experience for students which meets internal and external quality standards. To prepare and update subject materials. To use a variety of delivery methods which will stimulate learning. To maintain stimulating displays in teaching rooms that motivate, inform and celebrate the achievements of students. To participate in activities that will enhance educational provision eg booster classes, trips/visits, competitions etc. To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. |
| Strategic Planning | <ul style="list-style-type: none"> To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies. To contribute to, and implement, the department's improvement plan. To plan and prepare courses and lessons. To contribute to whole school planning activities. |
| Curriculum Provision: | <ul style="list-style-type: none"> To assist the Head of Department and SLG, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives. |
| Staffing Staff Development: Recruitment/ Deployment of Staff | <ul style="list-style-type: none"> To take part in the school's staff development programme by participating in further training and professional development. To engage actively in the Performance Management process. To ensure the effective/efficient deployment of classroom support. |

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| Quality Assurance: | <ul style="list-style-type: none"> • To implement and adhere to school quality assurance procedures. • To contribute to the monitoring and evaluation of the department in line with agreed school procedures. • To review methods of teaching and programmes of work. • To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
| Management Information: | <ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete relevant documentation to assist the tracking of students' progress and use the information to inform teaching and learning. |
| Communications: | <ul style="list-style-type: none"> • To communicate with parents and where appropriate, with persons or bodies outside the school. |
| Marketing and Liaison: | <ul style="list-style-type: none"> • To take part in Open Evenings, Parents Evenings, and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies. |
| Management of Resources: | <ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure an effective usage of resources to benefit the school, department and the students. |
| Pastoral System: | <ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the successful implementation of the school's Pastoral System. • To register students, accompany them to assemblies and encourage their participation in all aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records. • To contribute to the preparation of Action Plans and other reports. • To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate, after consultation with appropriate staff, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students. • To contribute to the development of SMSC and support school values • To apply the Behaviour management systems so that effective learning can take place. |
| <p>Other Specific Duties:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes which are commensurate with the job title.</p> | |