



# OXFORD TUTORIAL COLLEGE

## JOB DESCRIPTION

**Job Title**                      **Teacher**

**Reports to:**                      **Curriculum Manager**

**Liaises with:**                      **Programme Managers, Student Services Director (SSD), Personal Tutor team, SENDCo, Academic Administration Manager (AAM)**

**Line Manages:**                      **No line management responsibility**

### **Job Purpose**

To plan, assess and monitor an outstanding learning experience ensuring the provision of an effective and appropriate subject teaching for students, which meet the Independent School Standards. They will be expected to contribute to an outstanding learning environment with an aspirational culture through-out the College.

### **Main Duties**

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1. Effectively teach *XsubjectX* to students of all abilities for all programmes; planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning
2. Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting all students to achieve their best, utilising appropriate differentiation methods
3. To set high expectations which inspire, motivate, challenge and empower students
4. To ensure full use of teaching time to create a high stimulating and engaging learning environment
5. To assess and monitor all student progress providing input into regular reports for parents, AD and CM
6. To use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies
7. To provide advice on relevant and appropriate subject resources and trips which will enhance the students' learning
8. To participate and/or contribute to observations; appraisals; target setting and staff development

### **Key Duties**

#### Teaching, Learning and Assessment

1. To deliver outstanding student success through using expert knowledge to plan and provide well-structured, engaging and relevant teaching for all students in the subject
2. To provide an outstanding learning environment where the students feel safe and motivated to develop their skills and knowledge

3. To use effective initial and diagnostic assessment to inform the long and short term planning of courses
4. To monitor student progress against achievement, value added and progression targets and deliver successful outcomes within the subject lessons
5. To regularly mark students' work, including homework, carefully and conscientiously and provide students with regular written and verbal feedback on their learning, employing strategies to promote independent learning
6. To support students on all relevant courses in developing high quality skills in order that they can progress successfully to employment, further training and/or education.
7. To facilitate, support and monitor teacher planning, including schemes of work; independent learning plans and homework provision
8. To actively promote the social, moral, spiritual and cultural development of the students and to reflect this in schemes of work
9. To ensure subject knowledge and awareness of changes to exam board provisions is up to date
10. To ensure a continual assessment of learning, and assessment for learning with timely constructive feedback to students to allow students to improve
11. To work with all teachers in the subject area to deliver effective provision leading to outstanding student success through outstanding teaching including developing a subject portfolio of activities and resources, including the use of technology in learning for the students
12. To ensure the CM is correctly informed regarding entries for Exams
13. To ensure all reports and progress tests in the curriculum area are accurately produced in liaison with other CMs
14. To contribute informative content to student reports providing effective, incisive feedback and target setting to make a positive impact on the students' learning
15. To ensure all records and data is captured and recorded in a timely and accurate manner and communicated to the CM
16. To keep accurate student attendance records for each lesson and report absences, mindful of the Missing Person policy
17. To help identify any student who is a cause for concern and, where appropriate contribute to and monitor their action plan
18. To lead by example in the curriculum area and help create and innovative use technology
19. To teach, as agreed, on the Easter Revision Course

### Student Management

1. To ensure that the students' personal, social and independent study skills are developed and their importance appreciated
2. To ensure suitable differentiated teaching approaches are adopted to foster independent learning skills to stretch and challenge students of all abilities
3. To provide accurate feedback as the appropriate and effective placement and grouping of students
4. To lead and motivate students within groups to achieve high performance standards, including the need to embed literacy and maths learning
5. To ensure you are familiar with and comply with College policies and procedures for example behaviour code of conduct
6. To ensure that you are clear about your responsibilities and accountabilities and how they align to College strategies
7. To communicate effectively and liaison with the subject teaching team and the Personal Tutor team
8. To be aware of relevant national initiatives and themes in the education world, such as Anti-Radicalisation, Equality and Diversity and Safeguarding and then implement according to College Policies
9. To demonstrate current knowledge, understanding and practice of Teaching, Learning and Assessment
10. To report your own absences in line with the college policy and provide work for the lessons to be covered or catch up where possible
11. To contribute to maximise utilisation of resources
12. To attend and participate in regular curricular area meetings

### 13. To attend whole College meetings and other operational meetings as needed

#### Student Experience

1. To provide a high quality student experience that enables students to succeed beyond their expectations
2. To actively seek out and respond to the student voice
3. To help and engage in effective student feedback systems to inform review processes
4. To contribute to the overall management of student expectations to achieve the highest possible student satisfaction.
5. To contribute to ways of enhancing the student experience through value added
6. To contribute to the student induction process
7. To promote good student behaviour where they take pride in theirs and others' studies
8. Contribute to the wider College life, such as the induction Welcome Party, sports and social events, extra-curricular activities

#### Quality Assurance and Improvement

1. To contribute and respond to the robust and accurate College Self-Evaluation Form
2. To contribute by using appropriate quantitative and qualitative data to the cross College School Development Plan
3. To attend relevant professional development courses and external meetings as representative of the College as agreed
4. To contribute to successful external inspections (e.g. ISI, OFSTED, UKVI)
5. To deliver a robust teacher performance within the subject area, in liaison with the other teachers, involving observations with feedback, participating in peer observations and student voice input

#### Additional Duties

1. Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment
2. To participate in student recruitment activities, such as agent familiarisation trips, prospective student/parent visits as agreed
3. To assist with responding to requests for marketing materials, such as student case studies and student testimonials
4. To attend relevant professional development courses and external meetings as representative of the College as agreed
5. To carry out any duties at all times in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding Policies
6. Incorporate into the role the philosophy of the values and vision stated by the Oxford International Education Group
7. To undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require

• *We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*