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|  | **Theory of Knowledge Teacher (Secondary)** |
| **THE ROLE:**  | * Under the overall direction of the Head of School ensure the effective teaching of TOK across grade 12 and 13
* Lead the ongoing development and implementation of strategies to maximise every student’s chance of success
* Play a leading role in developing and supporting the academic and social skills of the class.
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| **REPORTING TO**  | IB Diploma Coordinator  |
| **SALARY SCALE** | ISM Main Scale  |
| **KEY RESPONSIBILITIES :**  |
| 1. **Leadership and Management**
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| **Accountabilities**Proactive promotion and maintenance, in conjunction with other staff, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour | **Tasks*** Model high professional standards for the whole school community
* Ensure that good order and discipline are maintained at all times and promote amongst students an understanding and appreciation of the school’s policies.
* Promote and monitor equality of opportunity across the whole school.
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| Leadership of ongoing strategic development in the relevant school areas of responsibility | * Maintaining positive relationships with students, staff, and parents in a manner reflecting with the school’s Core Values.
* Promoting open communication based on understanding and respect.
* Raise the quality of teaching and learning and student achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
* Contribute to departmental INSET where appropriate.
* Support critical thinking skills elsewhere in the school as a route into TOK.
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| Line management of designated staff as appropriate | * Coordination of subject teachers (if appropriate) to ensure effective TOK learning takes place in the classroom.
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| Development and maintenance of effective relationships with individuals and organisations including parents, other school teams and the wider community to further the achievement of the school’s aims | * Ensure parents, staff and students are kept informed about key initiatives and issues that relate to the class.
* Share responsibility for the maintenance of notice boards.
* Develop links with parents, outside agencies and organisations as required.
* To assist with the organisation of school events where departmental involvement is required.
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| 1. **Learning and Teaching**
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| **Accountabilities**Implementation of agreed aspects of the school’s work to improve both teaching and learning, leading to the sustained high achievement of students. | **Tasks*** Ensuring that students receive high quality teaching and learning experiences supported with strong pastoral care.
* To update student profiles, records and reports on progress and achievements in line with school assessment procedures
* Monitor and evaluate the learning, progress and behaviour of students in conjunction with the Department’s programmes of study
* Teach the class in accordance with the contact ratio for the post and model good practice in teaching and learning.
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| Responsibility for contributing to the leadership of agreed aspects of coordinated inclusive educational provision across the school | * Bring to the attention of the Head of Department any serious concern with respect to pupils’ learning.
* Ensure that students requiring specific support are catered for and to also become familiar with their specific requirements (including interventions by colleagues).
* Ensure that any concerns relating to child welfare are brought directly to the Child Protection Officer.
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| Providing support for co-curricular activities | * Ensure that at least one school club or activity for a period of one hour is run after school or occasionally over two separate lunch/break times for a period of thirty minutes each. Clubs provision must be in line with the needs of the school
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| 1. **Administration, Finance and Resources**
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| **Accountabilities**Shared responsibility for the efficient running of the class as part of the overall grade. | **Tasks*** Be responsible for an equitable share of administrative and organisational tasks
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| Responsibility, in conjunction with the Head of department, for ensuring that facilities and resources in the are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times | * Oversee the use and maintenance of facilities, resources and space in the areas overseen with regards to health and safety, collaborating with the operations manager at ISM.
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