TAWA COLLEGE
JOB DESCRIPTION

TEACHER

1 EEO STATEMENT

Tawa College is an equal opportunities employer

2 RESPONSIBLE TO: Head of Department

3 PRIMARY GOALS:

a) To fulfil classroom responsibilities to students.
b) To meet planning, curriculum and organisational responsibilities.
c) To undertake professional development.
d) To make a general contribution to school life.
e) To assist in communicating effectively with students, parents and the community
f) To undertake other responsibilities specific to this position.

4 These primary goals are given expression in KEY TASKS:

a) ***Classroom responsibilities to students:***

1) Establish effective working relations with students.
2) Understand and provide for the individual needs of students.
3) Use a range of learning activities.
4) Provide and maintain a purposeful working atmosphere.
5) Deliver lessons following prepared lesson plans and in accordance with subject schemes and the School Charter.

b) ***Planning, curriculum and organisation responsibilities***:

1) Prepare lesson plans in accordance with subject schemes and the School Charter.
2) Develop teaching programmes in accordance with National Curriculum Guidelines, course prescriptions and school policies.
3) Manage classroom resources in accordance with school and departmental policies and guidelines.
4) Assess student progress.

5) Evaluate teaching programmes.

c) ***Professional Development***

1) Assess teaching achievements each year as part of the professional development and appraisal cycle.
2) Identify professional development requirements.
3) Undertake professional development in ways that enable the teacher to keep up-to-date in specialist subject areas so that she/he is aware of new trends, development and content.
4) Attend staff meetings, subject, department meetings and other meetings which have a bearing on teacher professional development.

d) ***General contribution to school life:***

1) Undertake supervision duties when required.
2) Undertake pastoral care responsibilities when required.
3) Undertake extra-curricular activities and administration tasks by agreement with the Principal according to the teacher's expertise.

e) ***Community Responsibilities:***

1) Prepare reports on student progress at times and in the form established by school policy.
2) Attend meetings with parents / guardians and make other such formal and informal contact as is necessary, in consultation with senior administration and guidance staff.

f) ***Responsibilities specific to this position:***

1) To teach a range of ability classes from junior to senior levels by agreement between the appointee, the Principal and the HOD.
2) To assist the Department in achieving its goals and objectives.
3) To participate in the setting of assessment items according to the Department Assessment Schedule.
4) To assist with curriculum and qualifications development.

g) ***Other tasks as agreed***.