

DUTIES OF THE EDUCATOR

(a) JOB TITLE: **Teaching and Learning Specialist**

(b) POST LEVEL: 1

(c) THE AIM OF THE JOB:

To engage in outstanding class teaching, including the academic, administrative, educational aspects and to organise extra and co-curricular activities so as to ensure that the education of the learners is promoted in a proper manner and act as mentor to less experienced educators, students and interns (if and when applicable).

(d) CORE DUTIES AND RESPONSIBILITIES OF THE JOB:

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

(i) TEACHING

- * To engage in outstanding class teaching which will foster a purposeful progression in learning and which is consistent with the learning areas and programmes of subjects and grades as determined.
- * To be a class teacher.
- * To prepare exceptional lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- * To take on a leadership role in respect of the subject, learning area or phase.
- * To plan, co-ordinate, control, administer, evaluate and report on learners' academic progress.
- * To recognise that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- * To establish a classroom environment which stimulates positive learning and actively engages learners in the learning process.

- To consider and utilise the learners' own experiences as a fundamental and valuable resource.
- Develop education material for utilisation by other educators

(ii) EXTRA- & CO-CURRICULAR

- * To assist the HOD to identify aspects which require special attention and to assist in addressing them.
- * To cater for the educational and general welfare of all learners in his/her care.
- * To assist the Principal in overseeing learner counselling and guidance, careers, discipline and the general welfare of all learners.
- * To share in the responsibilities of organising and conducting extra and co-curricular activities.

(iii) ADMINISTRATIVE

- * To co-ordinate and control all the academic activities of each subject taught.
- * To control and co-ordinate stock and equipment which is used and required.
- * **To perform or assist with one or more of other non-teaching administrative duties such as:**
 - ** secretary to general staff meeting and/or others
 - ** fire drill and first aid
 - ** timetabling
 - ** collection of fees and other monies
 - ** staff welfare
 - ** accidents

(iv) INTERACTION WITH STAKEHOLDERS

- * To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.
- * To contribute to the professional development of colleagues by sharing knowledge, ideas and resources.
- * To remain informed of current developments in educational thinking and curriculum development.
- * To participate in the school's governing body if elected to do so.



(v) COMMUNICATION:

- * To co-operate with colleagues of all grades in order to maintain a good teaching standard and progress among learners and to foster administrative efficiency within the school.
- * To collaborate with educators of other schools in organising and conducting extra and co-curricular activities.
- * To meet parents and discuss with them the conduct and progress of their children.
- * To participate in departmental committees, seminars and courses in order to contribute to and/or update one's professional views/standards.
- * To maintain contact with sporting, social, cultural and community organisations.
- * To have contacts with the public on behalf of the principal.

(vi) Other

- * To act as mentor and coach for less experienced educators
- * When and if required, to act as head of a subject, phase or grade as support to the relevant Education Specialist (HoD).

