



DUTIES OF THE EDUCATOR

(a) JOB TITLE: **Senior 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; to act as mentor and subject specialist to less experienced educators, students and interns (if and when applicable), to participate in and facilitate professional development activities and to provide management support to the management team of the school when and if required.

(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, but will mainly be as subject specialist with exceptional subject knowledge assisting and training of colleagues. Other duties , to a lesser extent, 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 curriculum 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
- * To engage in management tasks in support of the school management team.
- * To act as head of a subject, phase or grade in co-operation with the relevant HoD.



(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.
- To collaborate with and support educators regarding instructional procedures and personal growth.
- To write and present educational documents at conferences/workshops

