



SHIPLAKE COLLEGE

HENLEY-ON-THAMES

Job Description

Post Title: Teacher of Learning and Development

Reporting To: Head of Learning and Development

The Teacher of Learning and Development:

- Delivers the curriculum to the highest possible standard
- Supports the stated aims of the College as given in the Staff Handbook and the College Development Plan
- Operates within the context of a boarding/day school
- Carries out a share of school duties and extra-curricular activities, including games where appropriate

The key tasks of the role involve undertaking the duties detailed below.

Requirements

- A degree in any specialism
- QTS/NQT
- Excellent subject knowledge
- Excellent communication skills with pupils, parents and staff
- Ability to teach GCSE/A Level
- Must be prepared to attend internal and external training days
- Ability to review and implement effective programmes of study in line with the examination specification requirements
- Keep abreast of relevant curricular and educational developments
- Assessing and monitoring of pupil progress
- Ability to contribute to the development of teaching and learning materials across the College
- Must be enthusiastic and able to motivate and inspire pupils
- Good ICT skills
- Manage pupil learning through effective teaching in accordance with the Learning Development's schemes of work and policies
- Ensure continuity, progression and cohesiveness in all teaching
- Use a variety of methods and approaches which differentiate and stimulate in relation to curricular objectives and the range of pupil needs, ensuring equal opportunities for all
- Set and mark prep (home/independent work), in line with the College's prep policy
- Consolidate and extend learning to encourage pupils to take responsibility for their own learning
- Work with the Learning Support staff
- Work effectively as a member of the Learning development Department to improve the quality of teaching and learning
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement
- Ability to work in an enthusiastic manner bringing new ideas and suggestions
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem
- Support individual pupils and groups of pupils through attendance of such events as recitals, concerts, plays and major extracurricular events
- Attend special school events as reasonably directed by the Headmaster, including whole College and House assemblies

Monitoring, Assessment, Recording, Reporting and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge
- Assess pupils' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development
- Be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents
- Monitor unexplained absences or patterns of absence; which should be reported immediately to the academic tutor or House staff

Subject Knowledge & Understanding

- Keep up-to-date with research and developments in pedagogy.

Professional Standards & Development

- Be a role model to pupils through personal presentation, dress and professional conduct
- Arrive in class on time or before the start of the lesson and to begin and end lessons on time
- Cover for absent colleagues as required and to assist with examination invigilation as requested
- Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work
- Be familiar with the College and Learning and Development Department handbooks and support all the College's policies
- Establish effective working relationships with professional colleagues and associate staff
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- Liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare
- Undertake any reasonable task as directed by the Head of Department and Senior Management
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice
- Consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: have SEN; are gifted and talented; are not yet proficient in English

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Outline Salary and Conditions

- A competitive starting salary in accordance with experience and qualifications. Shiplake College has its own salary structure
- Teachers' pension scheme is available
- Hours will be by agreement with successful candidate
- Excellent free lunch and supper when on duty
- Free gym membership and use of the College open air swimming pool (summer)
- Childcare vouchers
- Shiplake College complies with standard employment legislation regarding retirement
- Accommodation may be available onsite

Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer.