

Job Description



Position	Terms of employment	Responsible to
Teacher	Secondary Teachers' Collective Employment Agreement	HOLA/HOD for curriculum matters Principal
Central Beliefs		
<ol style="list-style-type: none"> 1. The Lincoln Values of Life Long Learning, Respect, Pride, Our environment and Doing good for others underpin all we do 2. We are all Life Long Learners (Everyone is capable of learning) 3. The personal development in using ICT's is essential as the tools are used widely throughout the school 		
Employment Status		
<ol style="list-style-type: none"> 1. Full time or Part time as per vacancy advertised. 2. Fixed term or permanent as per vacancy advertised. 		
Key Descriptors of an Effective Teacher at Lincoln High School		
Professional Responsibilities	<p>The Teacher's responsibilities include (but not limited to):</p> <p>Primary Functions:</p> <ul style="list-style-type: none"> • To promote the Lincoln Values • To carry out all professional duties promoting student learning • To carry out pastoral care duties promoting student welfare • To participate in personal learning on your own and with other teachers • To further the goals and objectives as specified in the School Strategic Plan and to work within the School's Policies • To meet the Professional Standards required of a teacher, and the Practising Teacher Criteria • To involve yourself in extra-curricular activities as appropriate <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> • Plan and prepare courses and lessons • Being mindful of individual needs, teach the students assigned to you. This includes the setting and marking of work done by students at school, at home, and elsewhere 	

	<ul style="list-style-type: none"> • Assess, record and report, orally (at report evenings) and in writing, the social and academic development, progress and attainment of the students, as required by the school • Promote the general well-being of individual students and of any class or grouping assigned to you • Maintain good order and discipline among the students and of any class or grouping assigned to you • Communicate and consult with the parents of students in accordance with school policy and participate in meetings arranged for this purpose • Promote and maintain an attractive, safe, and environmentally sustainable learning environment <p>2.</p> <ul style="list-style-type: none"> • Participate in the school's requirements for pastoral care of students • Safeguard students' health and safety, both on the school premises and elsewhere in school authorised activities • Be conscious of the role-model a teacher provides for students, paying special attention to the Lincoln Values • Observe professional ethics in inter-personal relations and be supportive of other staff <p>3.</p> <ul style="list-style-type: none"> • Strive to continually improve your teaching and student learning • Participate in personal learning on your own and as part of teams • Participate in the school's appraisal programme as laid down in the Policy on Appraisal <p>4.</p> <ul style="list-style-type: none"> • Carry out assigned supervisory duties around the school and assist in the care of school property and keeping the grounds clean and tidy • Carry out administrative duties, including attending assemblies and monitoring the attendance of students • Participate in meetings or gatherings at school which relate to the curriculum, administration or organisation of the school <p>5.</p> <ul style="list-style-type: none"> • Involve yourself in extra-curricular activities wherever possible • Attending to any additional duties as directed by the HOLA/HOD and/or Principal 	
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Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to relevant curriculum areas • Critical thinking and effective problem solving skills 	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility • To attend professional development and training courses as provided or funded by school 	
Relationships, Attributes, Community	<p>To establish a positive working relationship with students, teachers and colleagues</p> <ul style="list-style-type: none"> • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School • Is a strong and supportive “team player” with great communication skills • Confidence to work autonomously or within a team environment • Demonstrates initiative and resourcefulness • Has a friendly and approachable manner • Contributes to the corporate life of the school • Maintains positive interaction with all stakeholders <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none"> • Demonstrates a high regard for and maintains confidentiality at all times <ul style="list-style-type: none"> ▪ Communicates issues or concerns relating to employment to the HOLA &/or Principal 	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		