



# OXFORD TUTORIAL COLLEGE

## JOB DESCRIPTION

**Job Title** Easter Revision Course Teacher

**Reports to:** ERC Centre Manager

**Liaises with:** Curricular Managers, Programme Manager (PM), Student Services Director (SSD), Academic Administration Manager (AAM)

**Line Manages:** no line management responsibility

### **Job Purpose**

To plan, assess and monitor an outstanding learning experience ensuring the provision of an effective and appropriate subject teaching for students, which meet the Independent School Standards. They will be expected to contribute to an outstanding learning environment with an aspirational culture through-out the Course.

### **Main Duties**

1. Effectively teach *XsubjectX* to students of all abilities; planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning
2. Recognise each student as an individual, for instance liaising with the Centre Manager and PM supporting all students to achieve their best, utilising appropriate differentiation methods
3. To set high expectations which inspire, motivate and challenge students
4. To ensure full use of teaching time to create a high stimulating and engaging learning environment
5. To assess and monitor all student progress
6. To use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies

### **Key Duties**

#### Teaching, Learning and Assessment

1. To deliver outstanding student success through using expert knowledge to plan and provide well-structured, engaging and relevant teaching for all students in the subject
2. To provide an outstanding learning environment where the students feel safe and motivated to develop their skills and knowledge
3. To use effective short term and intensive course planning
4. To monitor and record student progress
5. To mark students' work, including homework, carefully and conscientiously and provide students with prompt written and verbal feedback on their learning, employing strategies to promote independent learning
6. To ensure subject knowledge and awareness of changes to exam board provisions is up to date

7. To ensure an assessment for learning with timely constructive feedback to students to allow students to improve
8. To ensure all reports and progress tests are accurately produced
9. To ensure all records and data is captured and recorded
10. To keep accurate student attendance records for each lesson and report absences
11. To help identify any student who is a cause for concern and, where appropriate contribute to and monitor their action plan

### Student Management

1. To ensure suitable differentiated teaching approaches are adopted to foster independent learning skills to stretch and challenge students of all abilities
2. To lead and motivate students within groups to achieve high performance standards
3. To ensure you are familiar with and comply with College policies and procedures for example behaviour code of conduct
4. To ensure that you are clear about your responsibilities and accountabilities and how they align to College strategies
5. To communicate effectively the Centre Manager
6. To be aware of relevant national initiatives and themes in the education world, such as Anti-Radicalisation, Equality and Diversity and Safeguarding and then implement according to College Policies
7. To demonstrate current knowledge, understanding and practice of teaching, learning and assessment
8. To attend initial induction meeting

### Student Experience

1. To provide a high quality student experience that enables students to succeed beyond their expectations
2. To contribute to the overall management of student expectations to achieve the highest possible student satisfaction.
3. To contribute to ways of enhancing the student experience through added value
4. To promote good student behaviour where they take pride in theirs and others' studies

### Quality Assurance and Improvement

1. To contribute to the Easter revision course improvement through course review processes

### Additional Duties

1. Actively promote and market the College and present a positive image of the College
2. To carry out any duties at all times in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding Policies
3. Incorporate into the role the philosophy of the values and vision stated by the Oxford International Education Group
4. To undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may require

• *We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*