

ASCENSION ISLAND GOVERNMENT

TWO BOATS SCHOOL

JOB DESCRIPTION

JOB TITLE: Secondary Teacher of Humanities
TEAM: Education
REPORTS TO: Head/Assistant Head Teacher Secondary
GRADE: 4

JOB PURPOSE:

- (1) To teach History, Geography and RE to Years 7-11 (Up to IGCSE) in the secondary section to meet the requirements of the UK National Curriculum adapting to address local circumstances.
- (2) To manage the Humanities department in the secondary section.

MAIN DUTIES:

- (1) To carry out the professional duties of a teacher as set out in the accompanying schedule.
- (2) To write and keep under review the schemes of work for Humanities in the Secondary section.
- (3) To advise the Assistant Head Teacher Secondary on curricular matters relating to Humanities in the secondary section.
- (4) To advise the Assistant Head Teacher Secondary on the timetable requirements of Humanities in the secondary section.
- (5) To teach, if required, members of the wider community as part of an evening class or day release programme.
- (6) To be a form tutor and to be responsible for their pastoral care and deliver a Personal, Health and Social Education programme.
- (7) To play an active role in extracurricular activities and assist in the organisation of whole school events e.g. sports, productions etc.

- (8) To fully participate in staff meetings.
- (9) To take part in cover arrangements when necessary.
- (10) To attend and deliver assemblies according to the school rota.
- (11) To supervise pupils at periods before, during and after school.
- (12) To undertake any other related duties as reasonably requested by the Assistant Head Teacher Secondary and the Headteacher.

RESPONSIBILITIES:

- (1) To comply with existing Health and Safety legislation and procedures.
- (2) To keep under review the schemes of work in English and History
- (3) To contribute to any relevant in-service training programmes

PERSON SPECIFICATION:

Essential

- (1) Experience of managing a number of different years through the IGCSE (or equivalent) Curriculum
- (2) Good inter-personal skills
- (3) Good written and oral communication skills
- (4) Able to work as one of a small team.

Highly Desirable

- (1) Qualified teacher status
- (2) The ability to teach an additional subject up to IGCSE level – for example DT, MFL or PE