

## DUTIES OF THE EDUCATOR

(a) JOB TITLE: **Educator**

(b) THE AIM OF THE JOB:

To engage in class teaching, including the academic, administrative, educational and disciplinary 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.

(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, and include, but are not limited to, the following:

### (i) TEACHING

- \* To engage in 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 lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- \* To take on a leadership role in respect of the subject, learning area or phase, if required.
- \* 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.

## **(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.

## **(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

## **(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.

