



# Job Description

---

## Position: **Generic Job Description - TEACHER**

---

The teacher will teach classes in subjects she/he is employed **or** trained **or** has agreed to teach.

**[A] The teacher is responsible to and supervised by:**

1. Heads of Faculty and/or Subject Position of Responsibility Holders. The teacher is expected to:
  - Plan, prepare and present lessons;
  - Assess the learning and skill development of students in a way appropriate to the students' needs and abilities;
  - Keep records of assessment and report to parents through written reports and by attending interview evenings during the course of the year;
  - Provide additional reports to the administration and parents on request;
  - Attend subject faculty meetings;
  - Contribute to curriculum development.
  
2. Deputy Principals of Divisions. The teacher is expected to work with other staff co-operatively to:
  - Carry out the aims and objectives of the school charter;
  - Contribute to the pastoral care and personal development of students;
  - Safeguard the health and safety of students in school activities;
  - Promote high standards of school discipline;
  - Maintain records of student attendance;
  - Perform supervisory duties as reasonably assigned by the principal;
  - Attend professional and administrative meetings;
  - Acknowledge the success of students by assisting with one or more of the prize-giving ceremonies at the end of the year;
  - Observe professional ethics.

**[B] The teacher is expected to:**

- Be involved with extra-curricular student activities;
- Contribute to discussions on educational issues;
- Participate in the life of the school as a community.