**Secondary Teacher**

**REPORTS TO:** Secondary Principal

**JOB GOAL:** Secondary school teachers develop schemes of work and lesson plans in line with curriculum objectives. They facilitate learning by establishing a relationship with pupils and by their organization of learning resources and the classroom learning environment.

Secondary school teachers develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. They assess and record progress and prepare pupils for examinations. They link pupils' knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

This job description should be read in conjunction with the teacher's contract. The teachers are the essence of the work of the school. Each teacher is responsible for the education of the students in his/her class(es). In addition, it is the role of each teacher to be sure that all students are safe, secure and properly supervised at all times.

**ORGANISATIONAL RELATIONSHIPS:**

## The Secondary Teacher is directly responsible to the Principal of the Secondary School. They have collaborative relations among Secondary school teachers.

**JOB FUNCTIONS AND RESPONSIBILITIES**

 **Functions**

* To support the ideals and policies of the school and to implement the school's philosophy and objectives.
* To assume responsibility for the education of the students in his/her class(es).
* To develop the content of courses in relation to the school's philosophy, objectives and appropriate International standards,
* To assist in ensuring the safety of all children in the school and intervene if conflict should arise between any students.

**Responsibilities**

* To teach the classes assigned by the Secondary School Principal.
* To undertake other duties assigned by the Secondary School Principal.
* To be informed about the aims and curriculum of the area in which he/she teaches.
* In the light of these aims and curricula, to select the lesson content and activities which are appropriate to the needs of each student in his/her class(es), in relation to the school’s philosophy and objectives. The expectations for the delivery of these are spelled out in the evaluation documents.
* To be aware that the evaluation documents include what is expected of teachers in relation to their teaching practices.
* To maintain records of work covered by his/her class(es).
* To correct regularly and promptly all assignments completed by students.
* To keep accurate, complete records of the progress of each student.
* To follow the school’s “Standard Assessment Policy” for submitting term and semester grades.
* To inform parents of students' progress by way of report cards and, where necessary, letters or individual meetings.
* To be available for all parent-teacher conferences.
* To attend all relevant meetings, including planning meetings.
* To submit to the Secondary School Principal copies of all letters sent to parents.
* To keep him/herself informed, by way of personal files, of all factors relevant to each student.
* To be familiar with new developments and methods in the teaching of his/her field.
* To ensure appropriate behavior of students in class and around the school.
* To keep the administration informed about student absence, lateness or discipline problems.
* To maintain inventories of all textbooks and materials issued to students and to ensure the return of these.
* To care for the classroom(s) in which he/she teaches. To ensure that the room(s) is/are attractively decorated and conducive to learning.
* Supervising and teaching any pupils whose teacher is not available during teaching periods.
* To encourage the participation of students in extra-curricular activities such school concerts, sports tournaments and others.
* To attend and supervise students during school activities like picnics, field trips, and others.
* To prepare and implement remedial programs for students requiring extra help.
* To communicate regularly with parents and guardians through home visits and parent’s meeting to discuss their children's progress, and to determine their priorities for their children and their resource needs.
* Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
* Prepare, administer, and grade tests and assignments to evaluate children's progress.
* Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
* To give daily homework and write or check the homework notebook to make sure students know their homework for the day.
* To use appropriate classroom management to keep discipline and order in the classroom
* To use differentiation techniques to allow for different levels in the classroom
* To attend their duty assignments as indicated by the duty roster.

**PERSONAL REQUIREMENTS**

* Honest, caring and reliable.
* Committed to work in sympathy with Galaxy School principles
* Be approachable and able to communicate effectively with children, parents and the wider community.
* Manage time effectively and be well organized, flexible and resourceful.
* Co-operative, communicative and conscientious
* Able to work supportively in a teaching team.

**SPECIAL PROJECTS:**

Other duties as assigned by the Principal/Director or his/her designee.

**CONDUCT:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the school.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.