

## **Job Description of a Teacher**

- The teacher's primary job is to ensure that all students learn the basic and essential skills at each grade level as outlined in the school's schemes of work.
- Teachers are directly responsible to their coordinator and will work within the framework of school policies and guidelines.
- Each teacher is responsible for being aware of any medical conditions affecting students taught and for knowing what, if any, action should be taken in cases of emergency.
- Teachers will work in cooperation, contact and collaboration with other members of staff, members of NMS support and advisory services, organizations and networks relevant to the teacher's specialty or subject, parents, the Chairperson, and the local community.

**Specific duties and responsibilities of the teacher will include, but will not be limited to, the following:**

1. **Planning.** To plan and prepare daily plans, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in one's class
2. **Setting and supervising work.** To teach a class, or classes, sets, groups or individual students, and to set tasks to be undertaken both at school and elsewhere.
3. **Marking and recording.** To mark and assess pupils' work and to record their development, progress and attainment.
4. **Discipline and relationships.** To take responsibility for maintaining good order, discipline and respect for others among students both inside and outside the classroom; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning. Teachers are expected to role model appropriate use of language and communication.
5. **Communication with parents.** To build and maintain co-operative relationships with parents, and to communicate with them on students' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. **The Classroom.** To maintain an attractive, safe and stimulating classroom environment, and to contribute to displays in the school as a whole.
7. **Overall policy and review.** To comply with all school policies and guidelines and take part in whole-school reviews of policy and aims.

8. **Reports.** To provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.

9. **Review.** To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

10. **Professional development.** To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the Head.

11. **Public relations.** To establish and maintain cooperative relationships with other staff members, exhibit appropriate professional conduct and dress, and communicate positive aspects of our school to the public.

12. **Additional Responsibilities.**

- Serve as a class teacher with responsibility for the day to day pastoral care of students.
- Participate in student field trips.
- Attend meetings such as staff and departmental meetings.
- Carry out supervisory duties at break times and / or at the beginning or end of the school day.
- Participate in parent-teacher meetings.
- Attend special events and support student functions outside of the regular school day.
- Serve on Committees/Clubs.
- Teach after-school enrichment classes for students who need extra help.
- Providing substitution for other teachers on an occasional basis.

13. **Working Days.** To maintain regular attendance during all scheduled school days and on those Saturdays when attendance is required for a school and / or staff function.

14. **Additional duties.** To perform any additional duties and responsibilities as assigned by the Head.