

## Job Description – O Teacher

### 1. Principal responsibilities (academic)

- a) The teaching at levels directed by the appropriate Head of Department (HoD) / Line Manager (LM) and Head of School (HoS).
- b) To contribute to the well being of relevant departments/area of school in which the teacher operates, participating in the development of appropriate syllabi, materials and schemes of work.
- c) To support departmental meetings as directed by HoD/LM or HoS

### 2. Additional Subject Specific Responsibilities

- a) To supervise the use and care of any room allocated to the teacher
- b) To supervise the use and care of any teaching materials and equipment for which given responsibility by the HoD/LM or HoS
- c) To participate in in-service training as deemed appropriate for professional development

### 3. Duties/Pastoral

To undertake such duties as deemed necessary by the Head of School/Deputy. These might include:

- Form Teacher/Tutor
- House Tutor
- Staff supervisory roles

### 4. Extra Curricular

To make a valued contribution to the extra/co-curricular life of the school.

### 5. General

- ) To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
- ) To participate in Performance Management and Appraisal & Review arrangements.

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