

BRITISH EDUCATION, INC.
Operating under the name and style of The British School Manila

JOB DESCRIPTION

Name

Position title

Class Teacher

Job purpose

- To run the learning environment so that all learners are supported and empowered to ensure full potential is reached in line with the aims of the vision and mission statement.

Responsible to

Head of School
Head of Primary School
Year Leader
Deputy Head

Responsible for

Students

Date of effectivity

SY 2026-2027

JOB DESCRIPTION *(Continued)*

ACCOUNTABILITIES	KEY TASKS
General	• To embrace and promote the mission, vision and values of the school. • To take an active role in the development and implementation of school policies and in the whole life of the School. • To ensure that there are equal opportunities for all. • To follow school procedures as outlined in the staff handbook.
Maintaining and improving standards	• To foster a collective responsibility for behaviour supporting the agreed guidelines to safeguard students' health and safety in school and out.
Management of physical resources	• To ensure that the learning environment is neat, tidy and safe. • To ensure that the children keep their belongings stored neatly, especially when they are in the corridor. • To be committed to the environmental goals of the school including recycling of resources and energy conservation.
Administration and communication	• To participate in meetings which relate to the curriculum, administration or organisation of the School, including pastoral arrangements. • To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. • To participate in any arrangements for new pupil assessment.
Administration and communication <i>(cont'd)</i>	• To attend assemblies, register the attendance of students and supervise them, whether these duties are to be performed before, during or after school sessions. • To check emails at least once per school day.
School events	• To support the promotion of the School in the wider community. • To attend school events as requested by the head of school.

JOB DESCRIPTION *(Continued)*

ACCOUNTABILITIES

KEY TASKS

Pastoral care

- To promote the well-being of individual students and any class or group of students assigned to him or her.
- To provide guidance and advice to students when necessary.
- To update records on the pastoral register and parent portal.
- To participate in the pupil reward system.
- To be available to consult with parents as may be reasonably required.
- To carry out any duty the head of school or a line manager may reasonably request.

Professional development

- To participate in arrangements for further training and professional development.
- To take an active role in performance management.

Teaching and learning

- To plan collaboratively using appropriate formats.
- To meet the needs of all students.
- To ensure there is a platform for optional home learning setup, and that agreed home learning activities (e.g. spelling, reading, etc.) are set.
- To assess, record and report on the development, progress and attainment of students.
- To keep updated regarding good teaching practice.
- To ensure ongoing monitoring of students' progress is carried out and identify for all students the next steps in their learning.
- To ensure all required data and information on progress is recorded by the set deadlines.
- To participate in the after-school activities programme by running at least one ASA.