

# JOB DESCRIPTION TEACHER

## Main Job Tasks and Responsibilities

- plan, prepare and deliver instructional activities that facilitate active learning experiences;
- develop and update schemes of work and lesson plans in line with school and national documents;
- establish and communicate clear objectives for all learning activities;
- prepare classroom for class activities;
- work with others to plan and coordinate work;
- provide a variety of learning materials and resources for use in educational activities;
- identify and select different instructional resources and methods to meet students' varying needs;
- instruct and monitor students in the use of learning materials and equipment;
- use relevant technology to support instruction;
- observe and evaluate student's performance and development;
- assign and mark class work, homework and tests according to the school Marking Policy, please see Primary and Secondary policies for further details;
- provide appropriate feedback to pupils on work again according to the school's policies;
- encourage and monitor the progress of individual students, through IEPs if necessary;
- maintain accurate and complete records of students' progress and development;
- update all necessary records accurately and completely as required by laws, district policies and school regulations;
- prepare required reports on students and activities;
- manage student behaviour in the classroom by establishing and enforcing rules and procedures;
- maintain discipline in accordance with the rules and disciplinary systems of the school;

- apply appropriate disciplinary measures where necessary;
- perform certain pastoral duties including but not limited to student support, counseling students with academic and/or personal problems and providing student encouragement;
- participate in department and school meetings, parent meetings;
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs;
- keep up to date with developments in the UK, subject area, teaching resources and methods and make relevant changes to instructional plans and activities;
- assisting the Head of Studies to cover classes when other teachers are absent;
- perform playtime and lunchtime duties;
- maintain their classroom clean and tidy so that it is an example for the children and the school, in accordance with the section on classroom organisation and displays;
- to support in other classes and work closely with colleagues across other year;
- work in groups in order to enrich academic achievements;