



Secondary school teacher job description

General description

Every member of the department is to report to the Coordinators for Secondary and should carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

Every teacher is expected to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively and take responsibility for professional development.

Key tasks to be undertaken by the teacher:

- Teach their area of specialism to a variety of age groups with the Secondary school.
- Read the staff handbook and be aware of the school's policies and procedures.
- Plan and deliver effective lessons which cater for all abilities and needs in the group.
- Create a long term, midterm and short term plan for the course they are to teach.
- Identify the needs of individuals and groups within the class, taking note of individual education plans when available.
- Motivate pupils by using a wide range of engaging and creative activities.
- Provide a clear structure for the lesson in order to maintain pace and challenge pupils.
- Set tasks, including homework, which challenge pupils and ensure a high level of interest.
- Identify clear teaching and learning objectives based on the class's attainment.
- Set appropriate demands and expectations for pupils' learning and presentation of work.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Ensure high standard of discipline inside and outside the classroom.
- Establish effective working relationships and set good example through their presentation and personal and professional conduct.
- Mark and monitor pupils' work and record progress using the school's tracking system currently in place.
- Attend parents' evenings and make themselves available to communicate with parents, if required.

- Be prepared to organise and take part in school events, outings and other activities which may take place at weekends or in the evening, provided enough notice has been given by the school.
- Write informative reports on pupils' progress for the parents on a termly basis.
- Liaise with form tutors on pastoral matters.
- Critically evaluate teaching to improve effectiveness.
- Liaise with colleagues and be prepared to be flexible.
- Work with others to plan and coordinate work.
- Keep up to date with changes in the requirements for external examinations.
- Take responsibility for their own professional development.
- Undergo regular observation and participate in in-service training as part of continuing professional development.
- Attend all departmental or whole staff meetings, as well as in-service trainings.
- In addition carry out other duties as reasonably required by the Principal or SMT members.