**General duties of Teachers - Job description**

**Attendance**

The school works from Sunday to Thursday according to the annual calendar and daily timetables.

At the start of the academic year, staff must attend preparatory days before school starts for pupils. At the end of the academic year staff are expected to attend a number of days clearing, tidying and changing rooms where necessary.

Basic working hours are approximately 07:30 to 15:00. The School values punctuality highly and staff are expected to be in school during these hours. Staff may leave the school for personal business during their non-contact time but must personally notify the school office when they leave and return. If the personal business means the member of staff will not return that day, then the permission of the Head of School must be obtained.

In addition all staff take at least one afternoon club activity after school and take part in various trips, sports events and so on. In exceptional circumstances, staff may be required to attend during weekends or holidays at the direction of the Head of School.

**Specific responsibilities**

**Teaching**

* Planning and preparing courses and lessons.
* Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
* Assessing, recording and reporting on the development, progress and attainment of pupils.

**Public examinations**

* Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations. recording and reporting such assessments. and participating in arrangements for pupils’ presentation for and supervision during such examinations.

**Assessments and reports**

* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

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**Appraisal**

 Participating in arrangements for the appraisal of his/her performance.

**Review: Further training and development**

* Reviewing from time to time his/her methods of teaching and programmes of work.
* Participating in arrangements for his/her further training and professional development as a teacher.

**Educational methods**

* Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, health and safety**

* Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
* Supervising children during break times as shown on the duty rota.

**Staff meetings**

* Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Cover**

* Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them:

**Management**

* Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
* Coordinating or managing the work of other teachers.
* Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

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**Administration**

* Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school.

**Other activities**

* Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
* Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions. making relevant records and reports.
* Making records of and reports on the personal and social needs of pupils.
* Communicating and consulting with the parents of pupils.
* Communicating and co-operating with persons or bodies outside the school.
* Participating in meetings arranged for any of the purposes described above.

**Clothing considerations**

* Staff are expected to wear smart professional style clothes whenever they are in school on duty including weekends, holidays and school trips.
* Egypt is a predominantly Muslim country and modest dress is the norm. This means covering legs, shoulders, midriffs etc and having due regard for local custom.
* Women: In Egypt it can be regarded as disrespectful to wear “skimpy” or tight-fitting clothing in public. Shorts and jeans are not appropriate in school. Head covering may be worn if desired. Face covering is not appropriate in our system.
* Men: Male staff should wear shirts and ties for normal daily business. Jackets are not normally worn except for formal occasions. Shorts are never worn to work except in the case of PE staff working outside.

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