

# National Resource Centre for Supplementary Education

**Name of school:** .....

## Teacher Job description

<b>Post title:</b>	Teacher
<b>Key purpose:</b>	To deliver lessons in accordance with the school's workplan
<b>Accountable to:</b>	Co-ordinator
<b>Responsible for:</b>	Class [insert name/number of class]
<b>Location:</b>	
<b>Hourly rate:</b>	
<b>CRB disclosure:</b>	Enhanced CRB required

## Key duties and responsibilities

### Responsibilities

- Be committed to upholding and contributing to the ethos of [name of school].
- Complete administrative tasks, including record keeping, accurately and on time.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties, including yard duty, diligently.
- Attend scheduled staff meetings, briefings, parent-teacher interviews and other learning area and pastoral meetings.
- Undertake other duties, as agreed.
- Content of teaching and learning
- Plan a comprehensive learning program.
- Accommodate students' varying intellectual, emotional and physical abilities in their teaching practice.
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application in the classroom.

## **Classroom management and behaviour education**

- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences, if expectations are not adhered to.
- Work with students to create an attractive, welcoming classroom environment.
- Maintain standards of tidiness and orderliness.
- Ensure that necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Make all reasonable efforts to manage the behaviour of students effectively, using the school's behaviour model outlined in the *Teachers' handbook*.
- Respond appropriately to student behaviour.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Consistently maintain behavioural expectations.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

## **Assessment and reporting of student learning**

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to monitor learning progress regularly.
- Use assessment tasks that are purposeful and relevant to the teaching and learning programme and the learning needs of students.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school.

## **Interaction with the school and the wider community**

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Work effectively as a member of a school team in a range of school activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice.

## **Health, safety and welfare**

- Abide by the school's policies, procedures and responsibilities as detailed in the *Teachers' handbook*.