

HAZRAT KHADIJATUL KUBRA GIRLS SCHOOL

JOB DESCRIPTION: TEACHER

SPECIFIC RESPONSIBILITIES

1. TEACHING

- a) To undertake responsibility for the teaching of any class throughout the School, as directed by the Head teacher, with due regard to the requirements of the National Curriculum and the aims and objectives and any policies of Hazrat Khadijatul Kubra Girls School.
- b) To plan and prepare with care courses, lessons, materials and aids, in accordance with the Head Teacher's guidelines.
- c) To match work undertaken to the needs of the children, according to their level and ability.
- d) To create an effective learning environment, both in and out of the classroom.
- e) To set and mark work to be done by the pupils in school or at home, according to the School's policy on class work, homework and school examinations.
- f) To undertake full responsibility for the presentation and storage of pupils' work.
- g) To meet the curriculum targets as directed by the Head Teacher.

2. ASSESSMENTS AND REPORTS

- a) To evaluate, record and report on the progress and attainment of pupils, in conformity with the Head Teacher's guidelines.
- b) To contribute to oral or written assessments of pupils whenever required.

3. OTHER ACTIVITIES

- a) To undertake the pastoral care of the children in assigned classes and groups with their different educational, social and cultural needs in mind.
- b) To record and report on the personal and social needs of pupils.
- c) To communicate and consult with the pupils' parents and be committed to involving them in the life of the School and the education of their children.
- d) To co-operate with persons or bodies outside the School in matters pertaining to the pupils' welfare, as directed by the Head teacher.

- e) To undertake full responsibility for the efficient management of the classroom assigned to the group of pupils taught.
- f) To enter library books in the relevant catalogues, to code and index the same, and to keep books in order in the School library and staff reference section.
- g) To ensure that pupils perform salah at the times appointed by the Head Teacher.

4. APPRAISAL

- a) To undertake self-appraisal whenever directed by the Head teacher.
- b) To co-operate with any arrangements made to evaluate teaching performance.
- c) To participate in any arrangements connected with OFSTED inspections.

5. TRAINING AND DEVELOPMENT

- a) To review teaching methods and programmes of work as and when directed by the Head teacher.
- b) To undertake In Service Training (INSET) work when necessary.
- c) To participate in any arrangement aiming at one's professional development, including day, weekend or evening courses.
- d) To participate in any training regarding health, safety and hygiene when requested by the Head teacher.

6. EDUCATIONAL METHODS

- a) To participate in the development of courses of study, teaching materials, teaching aids, teaching programmes and in their storage.
- b) To share in curriculum planning and undertake responsibility for an area of the curriculum as directed by the Head Teacher.
- c) To exchange views and knowledge with the Head Teacher, teachers and helpers as regards teaching methods, resources etc.

7. DISCIPLINE, HEALTH AND SAFETY

- a) To ensure the safety and good conduct of pupils by carrying out an appropriate share of supervision of pupils on their arrival at and departure from school and at morning and afternoon break times.
- b) To ensure the safety and good conduct of pupils at all times during in-school or out-of-school activities.
- c) To inform and remind children of procedures regarding the safe use of particular equipment (scissors, glue, etc.) and to exercise close supervision in those circumstances.

- d) To inform and remind children of safety rules throughout the School (no running along corridors, up or down stairs, etc.), including the play areas.
- e) To ensure that pupils keep to the School regulations concerning discipline and personal appearance.
- f) To ensure that all medicines brought into school are kept with the first aider and dispensed as necessary by her only.
- g) To inform the School administrators of any child taken ill or injured during school hours, and to implement the School's policy on sickness and accidents, a copy of which is available from the Head Teacher.
- h) To take part in any training aiming at improving the health and safety of pupils, when requested to do so by the Head Teacher.
- i) To notify the Head Teacher of any actual or potential health or safety hazard.
- j) To be familiar with the correct procedure for evacuation of the premises in the event of an emergency.
- k) To participate in fire drills as directed by the Head Teacher.

8. COVER

- a) To supervise and, if possible, teach any pupils whose teacher is absent, as directed by the Head teacher.
- b) To record any work covered and set in these circumstances.

9. ADMINISTRATION

- a) To participate in administrative and organisational tasks related to:
 - (i) visits, parties, trips, etc.;
 - (ii) open days and parents' evenings;
 - (iii) the requisition of equipment and materials;
 - (iv) the management and supervision of helpers and assistants;
 - (v) pupils' transfer to other schools;
 - (vi) school tests and examinations.
- b) To attend school assemblies and take responsibility for some as directed by the Head teacher.
- c) To register pupils' attendance twice a day, at the start of the morning and afternoon sessions.
- d) To maintain personal profiles for each pupil in the class in line with school systems.
- e) To complete pupil reports.
- f) To update pupils' files at the end of each term, or as and when necessary.

10. MANAGEMENT

- a) To help in the induction of new teachers, assistants and helpers at the request of the Head Teacher.
- b) To manage any assistant or helper assigned to one's class, including planning and monitoring their work.
- c) To provide support for other teachers as and when directed by the Head Teacher.
- d) To represent the School in any activity directed by the Head Teacher.
- e) To contribute to the management of and participate in the extra-curricular activities of the School.

11. PUBLIC EXAMINATIONS

- a) To participate in arrangements for preparing pupils for public examinations.
- b) To assess pupils for this purpose.
- c) To record and report such assessments.
- d) To participate in arrangements for pupils' supervision during public examinations.

To Whom Responsible: The Head Teacher

This Job Description may be amended at any time after discussion with you.