

HAZRAT KHADIJATUL KUBRA GIRLS SCHOOL

JOB DESCRIPTION: SUBJECT TEACHER

SPECIFIC RESPONSIBILITIES

1. TEACHING

- a) 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) Plan and prepare with care courses, lessons, materials and aids, in accordance with the Head Teacher's guidelines.
- c) Match work undertaken to the needs of the children, according to their level and ability.
- d) Create an effective learning environment, both in and out of the classroom.
- e) 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) Provide challenge for every pupil and to encourage all pupils to achieve their potential in the subject
- g) Develop pupils' familiarity, competence and confidence with appropriate concepts, principles, methods and vocabulary
- h) Implements formative and summative assessments in line with current evidence informed practice and school policies
- i) Share in departmental best practice
- j) Research teaching methodologies and curriculum requirements and maintain up-to-date subject knowledge
- k) Meet the curriculum targets as directed by the Head Teacher.

2. ASSESSMENTS AND REPORTS

- a) Evaluate, record and report on the progress and attainment of pupils, in conformity with the Head Teacher's guidelines.
- b) Contribute to oral or written assessments of pupils whenever required.
- c) Mark work according to school marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.

3. OTHER ACTIVITIES

- a) Support the aims of the school.
- b) Be familiar with the contents of the Staff Handbook, the School's policies and seek to follow these.
- c) Undertake the pastoral care of the children in assigned classes and groups with their different educational, social and cultural needs in mind.
- d) Contribute to extra-curricular, sporting and religious activities of the school, as required by the Head teacher.

- e) 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.
- f) Co-operate with agencies and services in matters related to student welfare, as directed by the Head teacher.
- g) Manage student behaviour in the classroom and ensure the safety of students, following the HKKG Behaviour Policy and Dress Code.
- h) Attend assemblies and collective worship sessions, supervising the pupils, if present.
- i) Undertake full responsibility for the efficient management of the classroom assigned to the group of pupils taught.
- j) Be prepared to undertake the pastoral role of a form tutor.
- k) Undertake supervision and other duties as directed by the Head Teacher.

4. APPRAISAL

- a) Take part in performance management.
- b) Co-operate with any arrangements made to evaluate teaching performance.
- c) Participate in any arrangements connected with OFSTED inspections.

5. TRAINING AND DEVELOPMENT

- a) Review teaching methods and programmes of work as and when directed by the Head teacher.
- b) Attend relevant training each year, after obtaining the consent of the Head teacher
- c) Participate in any arrangement aiming at one's professional development, including day, weekend or evening courses.
- d) Participate in any training regarding health, safety and hygiene when requested by the Head teacher.

6. EDUCATIONAL METHODS

- a) Participate in the development of curriculum plans, teaching materials and teaching aids.
- 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) 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) Ensure the safety and good behaviour of pupil during in-school or out-of-school activities.
- c) Ensure that pupils keep to the school rules concerning discipline and personal appearance.
- d) 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.

- e) Take part in any training aiming at improving the health and safety of pupils, when requested to do so by the Head Teacher.
- f) Notify the Head Teacher of any actual or potential health or safety hazard.
- g) Be familiar with the correct procedure for evacuation of the premises in the event of an emergency and participate in fire drills as directed by the Head Teacher.

8. COVER

- a) Supervise and, if possible, teach any pupils whose teacher is absent, as directed by the Head teacher.
- b) Notify the Head teacher/Assistant head as early as possible of any absence and set appropriately challenging work.

9. ADMINISTRATION

- a) Participate in administrative and organisational tasks related to:
 - (i) visits, events, trips, etc.;
 - (ii) Award evening, 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) Attend school assemblies and take responsibility for some as directed by the Head teacher.
- c) Register pupils' attendance twice a day, at the start of the morning and afternoon sessions.
- d) Maintain personal profiles for each pupil in the class in line with school systems.
- e) Complete pupil reports.
- f) Update pupils' files at the end of each term, or as and when necessary.

10. MANAGEMENT

- a) Help in the induction of new teachers, assistants and helpers at the request of the Head Teacher.
- b) Manage any assistant or helper assigned to one's class, including planning and monitoring their work.
- c) Provide support for other teachers as and when directed by the Head Teacher.
- d) Represent the school in any activity directed by the Head Teacher.
- e) Contribute to the management of and participate in the extra-curricular activities of the school.

11. PUBLIC EXAMINATIONS

- a) Participate in arrangements for preparing pupils for examinations.
- b) Assess, record, and report such assessments.
- c) Participate in arrangements for pupils' supervision

To Whom Responsible: The Head Teacher

This Job Description may be amended at any time following a consultation with the teacher.