

## **BRUMMANA HIGH SCHOOL**

### **JOB DESCRIPTION**

#### **SUBJECT TEACHER - UPPER SCHOOL**

*Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in academics, the arts and sports and aims to promote integrity amongst its faculty and students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.*

This job description is used as part of the teacher's contract, so that both s/he and the line manager know what is expected.

#### **Line management**

The Subject Teacher reports to the Head of Department on academic matters and the Head of Section on other matters.

#### **Hours**

Teaching hours to be assigned in accordance with national laws governing teaching (teaching law number 56), a continually updated copy of which, is available at the Bursar's office for reference. A full-time teacher is expected to be on campus, and available, during normal school hours.

#### **General responsibilities**

1. To support and maintain the aims and values of the school
2. To respect the school's ethos, rules, and regulations
3. To help enforce the school's rules and regulations
4. To use mutual respect and courtesy as the basis for relationships with others
5. To maintain a professional attitude towards other staff, parents, and students
6. To report any health and safety concerns to the Head of Section
7. To respect and take care of school property and resources
8. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the Head of Section
9. To have responsibility for the academic, physical, and emotional well-being of students in their care
10. To engage in on-going professional development

#### **Specific responsibilities**

- A. STUDENT WELFARE
- B. ACADEMIC DUTIES
- C. EXTRA CURRICULAR
- D. MEETINGS
- E. PROFESSIONAL CONDUCT/ETHICS

#### **A. STUDENT WELFARE**

1. Every teacher is expected to be a mentor for a group of students, to be available for individual and group consultations, and to deal with problems as they arise
2. To be a role model for students at all times
3. To read, explain, and implement the rules for the Section and Department
4. To maintain order, so that students feel comfortable and learning can take place
5. To be available to meet with students experiencing difficulties with their academic work and help them solve their problems in a tactful manner
6. To follow up student problems with the Class Adviser, Head of Department, or Head of Section as appropriate
7. To help supervise detentions during breaks, where needed
8. To encourage learning through rewarding desirable behaviour
9. To be fair and consistent to all students without favouritism

## **B. ACADEMIC DUTIES**

1. To be available during school hours to fulfil teaching commitments, and where required, to participate in school and departmental meetings during and after school hours
2. To co-ordinate with other teachers giving the same course
3. To follow the syllabus and use the set textbooks and other resources
4. To prepare and submit weekly, quarterly, or yearly lesson plans as required
5. To prepare plans for all lessons, including objectives, method, teaching aids, reflection, and assessment
6. To come to class well prepared
7. To start and end class on time
8. To assess students and report on their progress, including providing prompt and accurate information for report cards
9. To support the team and replace other teachers when no standby teacher is available
10. To prepare extra material (e.g. substitute file, practice sheets)
11. To nurture teamwork, sharing ideas, materials, and projects with colleagues
12. To provide additional attention and help to students needing it, including organising and providing remedial/more challenging work where needed
13. To help prepare and mark entrance exams
14. To accompany and supervise own classes when they are held in the Library
15. To assign and monitor homework to complement class work. The homework and test load must be co-ordinated with other teachers.
16. To adhere to the homework policy and ensure that the homework for each class is appropriate and balanced
17. To give regular tests and quizzes, fairly reflecting the core material taught. Tests should be legible and have clear instructions, be realistically timed and speedily corrected
18. To ensure that the agreed policy for the number of tests per day/week is followed and to fill in a test schedule
19. To provide ongoing opportunities for continuous assessment
20. To grade or comment on all assignments with positive reinforcement as a priority
21. To meet with the Head of Department individually, on a regular basis, for evaluation of course progress and co-ordination
22. To write exams in co-ordination with the Head of Department and other teachers
23. To help organise and invigilate exams
24. To write recommendations for students, where required

## **C. EXTRA CURRICULAR**

To participate in school life by organising, supervising, and attending: assemblies, school performances, exhibitions, fairs, competitions, field trips, and after school activities and clubs

## **D. MEETINGS**

1. To be available during school hours to attend meetings and disciplinary hearings, and where required, to attend professional development workshops and conferences etc outside of school hours
2. To present reports on workshops attended outside school
3. To communicate and meet with parents during the teacher's designated office hour and at parent teacher meetings
4. To report to the Head of Department and Head of Section, as needed

## **E. PROFESSIONAL CONDUCT/ETHICS**

1. Staff should notify the school in the event of illness or unavoidable absence.
2. Colleagues should co-operate when asked for feedback about students.
3. Teachers should be flexible, adaptable to new situations as they occur, receptive to changes, and consider learning as an ongoing process.
4. Teachers should be respectful, honest, considerate, and co-operative.
5. Teachers should maintain consistency, integrity, and confidentiality.
6. Teachers should support their colleagues and participate in teamwork.
7. Teachers should observe the school rules.

AB (Rev. BA 05/11/02)