

# BRUMMANA HIGH SCHOOL

## JOB DESCRIPTION

### HOMEROOM TEACHER - LOWER 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 Homeroom teacher reports to the Head of Section.

#### **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 in the Bursar's office for reference. A Homeroom 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 line manager
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 line manager
9. To have responsibility for the academic, physical, and emotional well-being of students in their care

#### **Specific responsibilities**

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

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

1. To maintain special responsibility for a group of students, to be available for individual and group consultations, and to deal with problems as they arise
2. To be in the classroom first period of every day and record attendance
3. To be a role model for students at all times
4. To read, explain, and implement the rules for the Section and Department
5. To maintain order, so that students feel comfortable and learning can take place
6. To schedule time to deal with student problems
7. To be available to meet with students experiencing difficulties and help them solve their problems in a tactful manner
8. To follow up student problems with other members of staff, Counsellor, or Nurse, as appropriate
9. To help supervise playgrounds during breaks
10. To encourage learning through rewarding desirable behaviour
11. To be fair and consistent to all students without favouritism
12. To maintain an attractive and orderly form room
13. To arrange a rota of student helpers for homeroom duties (N/A Infants)

## **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 objective, 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 organise and provide remedial or more challenging work where needed
11. To prepare extra material (e.g. substitute file, practice sheets)
12. To nurture teamwork, sharing ideas, materials, and projects with colleagues
13. To provide additional attention and help to students needing it, including organising and providing remedial/more challenging work where needed
14. To help the subject teacher with students needing special attention
15. To help prepare and mark entrance exams and to make recommendations on admissions
16. To accompany and supervise own classes when they are held in the Library
17. To encourage reading among students, and to keep progress charts of individual reading
18. To assign and monitor homework to complement class work. The homework must not be new material. The load must be co-ordinated with other teachers and recorded in the class agendas. (N/A Infants)
19. To ensure that all students are keeping their homework records correctly
20. To adhere to the homework policy and ensure that the homework for each class is appropriate and balanced
21. To hold regular revision sessions and help children acquire good revision habits and study skills (N/A Infants)
22. To give regular assessments, fairly reflecting the core material taught. Any written assessments should be legible and have clear instructions, be realistically timed and speedily corrected.
23. To ensure that the agreed policy for assessment is followed
24. To provide ongoing opportunities for continuous assessment
25. To check or comment on all assignments with positive reinforcement as a priority and assign a letter grade where appropriate
26. To meet with the Subject Co-ordinator on a regular basis
27. To complete a student observation record book on a regular basis, when appropriate
28. To record and collect money from students for various activities

## **C. EXTRA CURRICULAR**

1. To participate in school life by organising, supervising, and attending: assemblies, school performances, exhibitions, fairs, competitions, field trips, and after school activities and clubs
2. To prepare and change displays on notice boards inside and outside the classroom
3. To supervise students during line-up, assembly, or other activity, as required

## **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 attend grade level team meetings to co-ordinate work across the grade
3. To present reports on workshops attended outside school
4. To communicate and meet with parents during the teacher's designated office hour and at parent teacher meetings
5. To report to the Head of Section and Subject Co-ordinators as needed

**F. 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.

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