SUBJECT TEACHER
GENERIC JOB DESCRIPTION

It ought to be noted that no person is employed to teach particular subjects or classes and the role does have some breadth.

The classroom teacher is a professional person enjoying a certain autonomy of professional competence, a competence that can be expected and demanded by the Principal. It requires that the teacher sets a standard of personal self discipline and personal performance.

Subject teachers have therefore the responsibility:

- to maintain a classroom environment conducive to learning - this requires both discipline and challenge. Discipline requires a consistent and clearly understood level of expectation which should be both real and just.

- to carefully check attendance at every class and to consult with the Learning Advisor if any discrepancy is suspected. If the discrepancy is confirmed, the House Leader/Deputy Principal is to be advised of the situation. Any student who has arrived at school, after Tutor Group, should have a late pass issued from the office. This late pass is handed on to the Subject Teacher who is responsible for handing it onto the Learning Advisor who will follow up if necessary.

- to begin and end class periods on time. No students may be dismissed before the bell signals end of class.

- to hold all classes in the scheduled location. No teacher may cancel a class session or change the location of a class without permission from the Deputy Principal. The Office should be notified of such a change.

- to provide adequate supervision for each class. No teacher may leave his/her class unsupervised. Individual students or groups of students are not permitted in the College buildings without staff supervision.

- to plan lessons according to the Curriculum outlines. Evidence of planning is the responsibility of every teacher. Subject Teachers will share this with the Teaching & Learning Coach. Teaching & Learning Coaches will share this with the Director of Learning.

- for student work in the classes. This involves:

  - maintaining industry, good order and tidiness in the rooms;
  - being conversant with any requirements for examinations and assessment;
  - maintaining discipline in the classrooms;
  - being conversant with school policy in matters of discipline and assessment;
  - preparing reports as required on student progress;
  - keeping records of students’ assessment levels which may be called upon;
  - seeking assistance from House Leaders, Deputy Principal, Teaching & Learning Coaches or other responsible persons when needed;
  - attending Subject, Departmental, Year Level or Tutor Group meetings when these are scheduled by the relevant persons;
  - courteous speech and manners by students and teachers;
  - punctual attendance at classes;
  - striving to meet the needs of the students in class;
  - keeping abreast of the subject with professional reading;
  - checking attendance and following up absentees (in liaison with Learning Advisors).