

Job description: Middle, Secondary and Higher Secondary School Teacher

Position: This Job Description is for *all* teachers including Subject Specialist appointed to teach in secondary grades (grades 6-12).

Subjects taught: Teachers teaching middle school grades will teach at least two subjects.

Teachers teaching secondary grades are required to teach their specialist subject(s) and related subjects in grades 6-10.

Teachers teaching higher secondary grades are required to teach their specialist subject(s) and related subjects in grades 11-12. As directed by the Principal, they are required to teach their specialist subject(s) and related subjects in grades 6-10.

Supervision: Middle, Secondary and Higher Secondary School Teachers are employees of the Government of Khyber Pakhtunkhwa. They are supervised by the Head Mistress or Head Master, or Principal.

Hours per week: Middle, Secondary and Higher Secondary School Teachers are required to work a minimum of 36 hours per week. This includes a half hour break each work day and time for non-teaching duties.

Middle, Secondary and Higher Secondary School teachers must be present at school during official school hours and carrying out duties as described below.

Middle and Secondary School teachers are required to teach at least 30 periods per week. Higher Secondary School teachers are required to teach at least 18 periods per week as per direction from the Principal. The remainder of the time is to be used for important non-teaching duties such as lesson preparation, marking student work, researching new topics and co-curricular activities.

Main Tasks and Responsibilities

Teaching and Assessing Learning (for the subject or subjects taught)

- Plan, prepare and deliver instructional activities based on the approved curriculum that facilitate student learning
- Maintain up-to-date subject knowledge
- Develop schemes of work and lesson plans
- Select (or set) challenging learning outcomes in accordance with the curriculum for students of all backgrounds and abilities
- Communicate learning objectives for to students
- Organise the classroom and instructional resources to create a positive learning environment
- Identify and select methods and instructional resources to meet students' varying needs
- Set homework to consolidate and extend student knowledge and understanding
- Use an appropriate range of assessment strategies to monitor individual student progress
- Grade class work, homework, tests and assignments
- Provide regular and appropriate feedback on work to individual students
- Maintain accurate and complete records of students' progress and development
- Discuss and report on student's progress to parents Prepare students for external examinations
- Participate in arrangements for external examinations

Student well-being and school discipline

- Manage student behaviour in the classroom and in school by establishing and implementing rules and procedures
- Apply appropriate disciplinary measures where necessary
- Counsel students with academic problems
- Promote and safeguard the well-being of students and take appropriate action to raise and resolve concerns

Professional development

- Actively participate in school based Teacher Group Meetings and other professional development opportunities

- Undergo regular performance evaluation/appraisal
- Regularly reflect on the effectiveness of teaching and refine approaches where necessary responding to advice and feedback from colleagues
- Work collaboratively with colleagues, sharing ideas and resources and providing support
- Supervise and support trainee teachers and newly recruited teachers

Other responsibilities

- Be a positive role model and demonstrate the attitudes, values and behaviour expected of students (including high standards of attendance and punctuality)
- Organise and take part in school events and co-curricular activities, some of which may take place out of school hours
- Organise and take part in school events and co-curricular activities, some of which may take place after school hours
- Take part in activities that promote enrolment, attendance and community participation in education
- Maintain and accurate register of student attendance
- Perform duties for absent colleagues as requested by the Head Teacher
- Any other duty assigned by the Head Teacher

Qualifications

There are several routes into teaching. Prospective teachers should consult current recruitment policy.