

The English Institute

Role Definition

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| Position: | INSTITUTE TEACHER |
| Line Manager: | Head of Section |
| Brief Description: | <ol style="list-style-type: none"> 1. To offer professional teaching to the pupils of the Institute. 2. To contribute to the efficient running of the section of which s/he is a member. 3. To communicate appropriately with parents to strengthen the home/Institute partnership. 4. To contribute to the overall educational life of the Institute. 5. To maintain and update his/her awareness in his/her teaching area. |
| Main responsibilities and tasks: | <ol style="list-style-type: none"> 1. To teach classes of pupils as directed by the Head of Section. 2. To prepare material for classes diligently and to mark pupils' work regularly; this will inevitably require the teacher to work outside the normal hours of work of the Institute. 3. To set homework appropriately, as specified in the scheme of work and by the Head of Section 4. To set and mark tests and assessments as specified by the Head of Section and class scheme of work. 5. To attend parent/teacher days (held twice a year) for all the classes taught and to give constructive verbal reports on pupils in their classes. 6. Required to attend meetings requested either by the teacher or parent. Significant meetings should always be recorded on the appropriate interview form 7. To write reports upon all pupils taught, as required by The English School Institute. 8. To take all possible steps to ensure that pupils develop good habits and positive attitudes. Using the Student Discipline and Behaviour policy. 9. To maintain effective records of teaching, attendance and pupils' attainment and progress. 10. To be a constructive and professional member of one or more sections, attending team meetings and workshops as required, contributing to the development of teaching practices, and undertaking such aspects of section administration as shall be reasonably asked by the Head of Section. 11. To participate constructively in the School's Staff Development and Performance Review according to the English School policy. |

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| | <p>12. To be present on the Institute site for scheduled classes unless permission has been given by the Head of Section or Institute secretary.</p> <p>13. To act, at all times, while engaged in Institute duties in accordance with The English Institute's Code of Professional Conduct.</p> |
| Salary | The English Institute Pay scale/ hourly rate. |