

The English Institute

Role Definition

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 and mark tests and assessments as specified by the Head of Section and class scheme of work. 4. To attend parent/teacher consultation meetings for all the classes taught and to give constructive verbal reports on pupils in their classes. 5. To write reports upon all pupils taught, as required by The English School Institute. 6. To take all possible steps to ensure that pupils develop good habits and positive attitudes. 7. To maintain effective records of teaching, attendance and pupils' attainment and progress. 8. 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. 9. To participate constructively in the School's Staff Review and Development Scheme according to the English School policy. 10. To be present on the Institute site for scheduled classes unless permission has been given by the Head of Section or Institute secretary. 11. To act, at all times, while engaged in Institute duties in accordance with The English Institute's Code of Professional Conduct.
Salary	The English Institute Pay scale/ hourly rate.