

Tayyibah Girls School is an Independent Islamic School, rich in outstanding performance and Tarbiyyah. The School operates within a clearly stated and broad-based equal opportunities policy which emphasises a positive education for girls.

Job Title	Teacher
Salary Code	
Accountable to	Headteacher
Line Management Responsibilities	None
Hours of Work: (Full Time Equivalent – FTE) : 1265	
The working time are set out in the Terms of Employment for classroom teachers (other than head teachers, deputy head teachers, and assistant head teachers. Full time teachers (other than those named above) are required to be available to work for up to 190 days per year. Overall hours for other staff should be reasonable. The employee's holidays coincide with periods of School closure and public holidays, details of which will be notified to the employee at the time of commencement of post.	

It is expected that the post holder will carry out her/his responsibilities within this framework.

All job descriptions define the responsibilities of the post holder.

POST RESPONSIBILITIES
EDUCATIONAL
<ol style="list-style-type: none"> 1. Planning and preparing courses schemes of learning and lessons. 2. Teaching, according to their educational needs, the students assigned to her, including the setting and marking of work to be carried out by the student in the School and elsewhere. 3. Assessing, recording and reporting on the development, progress and attainment of students. 4. Providing or contributing to oral and written assessments, reports and references for individual students and groups of students. 5. Ensuring the general progress and well-being of individual students and of any class or group of students assigned to her/him. 6. Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements. 7. Participating in meetings at the School which relate to the Learning and Teaching at the School or the administration or organisation of the School, including pastoral arrangements. 8. Supervising, and so far as practicable teaching, any students whose teacher is not available to teach them, although this should be a rare occurrence. 9. Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations. 10. Taking such part as may be required of her in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the School.
SYSTEMS
<ol style="list-style-type: none"> 1. Keeping records of the achievement and progress of students. 2. Keeping records of, and profiles on, the personal and social needs of students.

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

PERSONNEL

- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised activities elsewhere.
- Co-ordinating or managing the work of other teachers and other staff employed in the School. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions.

REVIEW AND EVALUATION

- Participating in any arrangements within an agreed framework for the appraisal of her performance and that of other teachers.
- Reviewing from time to time her methods of teaching and programmes of work.
- Participating in arrangements for her further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her supervision and training.

LINKS

- Communicating and consulting with the parents of students, where directed.
- Communicating and co-operating with persons or bodies outside the School, where directed.

Version: January 2016

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the Management to reflect or anticipate changes to the job commensurate with the grade and job title.

Acceptance of Job Description by Post holder

I can confirm my acceptance of the Job Description as outlined above

Name:

Signed:

Date: