

# Teacher Job Description

## JOB DESCRIPTIONS

### DUTIES OF ALL TEACHERS:

“The duties of teachers shall be expressed in the Scheme of Conditions of Service and shall be:-

Subject to the policies of the school and the education authority to perform such tasks as the headteacher shall direct having reasonable regard to overall teacher workload related to the following categories:-

- a) to teach assigned classes;
- b) to prepare lessons and courses;
- c) to undertake development of the school curriculum;
- d) to assess, record and report on the work of pupils;
- e) to present pupils for and to participate in the conduct of national examinations;
- f) to undertake post-qualification training;
- g) to contribute to the professional development of colleagues including probationary and student teachers;
- h) to participate in the administration and organisation of the school;
- I) to maintain good order and discipline among pupils and to safeguard their health and safety;
- j) to advise and guide pupils on issues related to their education;
- k) to report and to discuss pupils' progress with their parents and any other bodies that have statutory functions relating to the care of children.”