

Al-Rahman Public School Talagang

Role and Responsibilities of a Teacher

Towards Themselves

- To acquire relevant professional education and training to get the right concepts of teaching.
- Honesty and sincerity towards the profession.
- Accept that being a teacher does not make you a 'know it all'; so it's important to become a partner in the learning cycle with your students.
- Upgrade knowledge and learn new ways of teaching.
- Avoid indulging in unethical behavior, and at all times maintain the dignity a teacher-student relation.

Towards Students

- Inculcate model behavior and mannerisms by self example.
- Prepare long-term teaching programs and daily lessons in accordance with the guidelines of the school's education system.
- Provide activities and materials that engage and challenge the students intellectually. Understand and implement the use of information technology in lesson preparation and teaching.
- Shift between a formal and an informal method of teaching; debates, discussions, practical activities, experiments, projects and excursions.
- Plan, set and evaluate grade test, exams and assignments.
- Supervise student conduct during class, lunchtime and other breaks.
- Understand the diverse background students come from, their strength, weakness and areas of interest.
- Be honest in student appraisal, avoid favoritism.
- Enforce discipline by firmly setting class room rules.
- Resolve conflict among students by encouraging positive debate.
- Be ready to adjust teaching styles to meet individual needs of students.

Towards Parents

- Keep the parents well informed about their ward's progress.
- Take time out to discuss an issue, or a problematic behavior.
- Encourage parents to promote various diverse interests of their children.
- Inform the parents about after school activities; excursions, meetings as well as detention.
- Keep the parent feedback journal updated.
- Encourage parent participation in parent-teacher meets.
- Finally, work with the parents for the betterment of the student's future.

Towards Management

- Actively involve yourself in all staff meetings, educational conferences and school programs.
- Voluntarily participate in organizing sporting events, and other excursions like camping trips, picnics, educational tours, etc.
- Maintain a healthy relation with all teaching and non-teaching staff members.
- Carry out administrative duties relevant to your position in the school.

Qualification:

- Bachelor / Master and B.Ed
- Hands-on experience to teaching secondary school students
- **Profound knowledge of research based instructional teaching strategies**
- Remarkable ability working within a standards-based environment
- Excellent classroom management skills
- Strong communication skills in both verbal and written format

Supervisor/Line Manager

Date:

Senior Manager HR

Date: