



Green Point Christian College

JOB DESCRIPTION **Secondary School Teaching Staff**

September 2019

1. VISION STATEMENT

“Equipped for Life”

2. GENERAL PROCEDURES

Each member of staff is expected to be familiar with the terms of their employment contract with the College and the content of the College’s Policies and Procedures.

- Staff are expected to be a role model the general ethos of the College;
- Be guided by God through prayer and Bible study regarding spiritual direction;
- Disport oneself in a manner appropriate to the ministry role of this task;
- Regularly attending the Church of one’s choice actively participating in that Church’s activities.

Staff are expected to encourage conformity with the College Behaviour Management Policy. Even though, at times, staff may share differing personal ideas to the College ethos and Behaviour Management Policy, such differences must not be conveyed to the student body. At all times the staff must be perceived as a unified body by both the students and parents.

3. STAFF DUTIES

- A normal full time teaching load in the Secondary School is 30 face to face periods plus daily devotions, plus playground duties, on a 10 day cycle, plus full time staff are expected to be at the weekly Chapel meeting.
- Daily devotions, playground duty, staff meeting attendance, parent evening attendance, school camps and other extra curricular and delegated responsibilities are all part of our terms of contract with the College Council whether we are full time or part time staff.
- If a teacher is absent from school for any reasons, he/she is required to contact the Curriculum Co-ordinator/Student Advisor as soon as possible so that alternate arrangements for their classes can be made.

4. SERVICE STATEMENT

- If an absence is anticipated, staff are requested to leave work for their class.
- After any absence, a Leave Form must be completed and submitted to the Principal.
- The teacher is required to participate in the development of the College as part of the Church’s ministry in accordance with the ethos, aims and objectives of the College.

5. TEACHING DUTIES

Each member of staff is responsible for:

- Being punctual to all lessons;
- Attendance at all timetabled lessons. Students are not to be left in a room without supervision;
- Ushering students out of a room at the end of a lesson if required to change rooms. Students are to line up quietly outside their room until a teacher is present when a change of room has taken place;
- Preparing all lessons;
- Discipline within the classes;
- Writing programs designated to them by the Head of Secondary School;
- Registration of all programs they teach: ie signing and evaluating programs regularly;
- Submitting the registered program to the Head of Senior School for each class they teach;
- Setting homework for each junior class according to the suggested homework schedule and return homework collected within a reasonable time;
- Writing reports for each student;
- Setting and marking examinations for each class;
- Completing all documentation with regard to examination results and assessment tasks;
- Referring students to Head of Secondary School for further disciplinary action/pastoral care needs;
- Compile and maintain a Day Book or Diary which indicates:
 - summary of all lesson content;
 - record of homework;
 - record of any disciplinary action required;
 - list of class names and a record of all marks earned by each student;
 - any other information.