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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | HIGH SCHOOL TEACHER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a high school teacher consists of instructing students in public or private high schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to teach others how to do something, and to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things; * Ability to give full attention to what other people are saying. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. | | | | |
| TASKS: | | * Adapt teaching methods and instructional materials to meet students' varying needs and interests; * Assign and grade class work and homework; * Enforce all administration policies and rules governing students; * Establish and enforce rules for behaviour and procedures for maintaining order among students; * Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies; * Maintain accurate and complete student records as required by laws, district policies, and administrative regulations; * Observe and evaluate students' performance, behaviour, social development, and physical health; * Plan and conduct activities for a balanced programme of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate; * Prepare materials and classrooms for class activities; * Prepare, administer, and grade tests and assignments to evaluate students' progress. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |