

GEMS Higher Secondary School

Roles and Responsibilities of Teachers

1. To maintain daily teaching log and lesson plans, which are an integral part of a teacher's professional work, and also keep records of assignment evaluation, class work or projects scheduled for students.
2. To submit a monthly lesson plan to the respective program coordinators and get it approved before implementation. Planning must be done to make full use of the allocated class time.
3. To go through the given assignments and provide necessary feedback to the students and see that the required corrections have been made. To maintain record of the same for submission to the Coordinator when required.
4. To follow the college calendar strictly with respect to the academic session, internal examinations, holidays and vacations.
5. To fairly and diligently correct/evaluate the Unit tests and Terminal examinations answer sheets and submit the same within the stipulated time to the Programme Coordinator.
6. To make full use of the given time period for delivery of lessons and not release students early/late. Except for any unforeseen emergent reason and only after due approval of the concerned authority. Thus, the need of lesson plan to be timed to cover the allotted time.
7. To help in the invigilation duty during the internal/external examinations as per the duty rosters.
8. To conduct/teach additional substitution classes, as and when required in the event of a colleague being on leave.
9. To attend school programs such as seminars, workshops, general meetings and other formal and informal gatherings.
10. To be punctual and present in the school premises at least 10 minutes before the classes begin for the day.
11. To apply for and get approval for the leave well-in-advance when and if necessary,
12. To encourage/ ensure students bring their individual study materials/text books/work-books in the respective subject/s to the classroom and to strongly discourage borrowing of such materials.
13. To meet with the respective program coordinators on a monthly basis and submit reports on the progress of the classes.
14. To keep abreast with the latest teaching-learning methodologies and the implementation of the same in the classroom. Any new and useful resource materials may be recommended to the respective coordinators.
15. To use teaching aids and use the AV room as frequently as possible to augment the lessons using multimedia. The materials to be used (photos, video clips, multimedia, etc.) need to be vetted by the respective program coordinators/Department heads prior to using the same in the class.
16. To abide by the code of conduct and expressly carry out any of the instructions or directions given by the authorities from time to time or as per rules formulated by the school.
17. Support, observe and record the progress of the class.
18. Plan Lessons in line with national education objectives with the aim of ensuring a healthy culture of learning.
19. Keep up to date with developments in the subject area, new resources and teaching methodology.
20. Liaising and networking with other professionals, parents and careers both formally and informally.

Your typical or day to day activities may include:

- Preparing and delivering lessons to a range of classes of different ages and abilities.
- Marking work, giving appropriate feedback and maintaining records of students' progress and development.
- Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum material.
- Preparing students for qualifications and external examinations.
- Managing student's behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior.
- Supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers.
- Participating in departmental meetings, parents' evenings and whole school training events.

Required Qualification and competencies: At least Bachelor's degree with enormous enthusiasm, motivation, commitment and strong communication skills in the relevant subject. Previous experience in English Medium School setting is preferable. Candidates must be able to perform tasks involving both specific routines and broadly defined policies and procedures as well as perform other related duties as assigned with an enormous passion for what GEMS does and its values.