



St Christopher's International Primary School

Penang * Malaysia

TEACHERS COMMITMENT AND RESPONSIBILITIES

School Days / Hours

Teachers should be in School by 07:30 a.m.

Monday to Friday	08:00 hrs – 14:15 hrs
After-School Activities	14:15 hrs – 15:30 hrs



On Wednesdays, school ends for all children by 12:30 p.m. and on this day, all Teachers/Support Staff attend Staff Meetings/Insets etc. from 1:00 p.m. onwards.

All Teachers are required to be in School before the actual start of term for professional and personal orientation. The number of directed days depends upon the length of the holiday, which can be seen below:

December Holidays	[4 weeks]	... 2 directed days
April Holidays	[2 weeks]	... 1 directed days
July / August Holidays	[7 weeks]	... 3½ directed days

Any newly appointed (local/overseas) teachers will be expected to be in School/Penang before the date of employment for their professional and personal orientation (prior to date of commencement). Overseas recruited teachers they must be in Penang at least two weeks prior to the first day of September of the School Year unless otherwise informed.



The School will make all teachers aware of this, and inform teachers of the confirmed directed day(s) well in advance through the Heads of Schools. The working week is five days – Monday to Friday, and teachers are required to attend all days that the School is open during term time.

The working hours may be subject to change periodically and shall be designated by the School or by its authorised representatives. Reasonable prior notice of changes shall be given to teachers and any grievances resulting from such changes should be brought to the attention of the Board of Governors.

Teachers are required to attend School before the official first day of each School Term and should adequately prepare their classrooms as well as attend all staff meetings, in-service training and professional development days, etc.

website: www.scips.org.my

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Teachers' services shall be at the disposal of the School during the school holidays provided always that the School shall not unreasonably require such services.

Teachers are required to attend year group meetings, school functions and school based in-service training as well as attend other courses which shall be of interest and benefit to self or school. They shall also be charged with the day-to-day management, duties and responsibilities of a full-time teacher and shall be required to perform all duties that are relevant to the employment and are accepted in practice as part of a teacher's duties.

Teachers agree to devote their time, skill, expertise and attention to the discharge of their duties during the term of their Employment Agreement and shall not accept or undertake other work or employment without the approval of the Board of Governors of the Association.

Teachers will be responsible for organising and running (every term) an extra-curricular activity (selected and discussed with the After-School Activities Coordinator), which will be included in the School's after-school activity programme. The duties of the teacher may, amongst others, include duties in keeping with the nature of the employment, at the normal premises of employment and on occasion elsewhere in the organisation of the school extra-curricular activities.

Refer: Annex 1 – Responsibilities of Class Teacher
Annex 2 – Job Description of Subject Co-ordinators

Note : A detailed whole school policy document is made available to all staff



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Role of the Class Teacher

Responsible to: The Principal and Senior Leadership Team (SLT)

Teachers appointed by the St Christopher's School Association will be responsible directly to the Principal and Senior Leadership Team [SLT] and are categorised under the Teaching Staff in accordance to the manning structure of the school.

Job Description

Teachers are required to work closely with the Principal, the SLT and with the Curriculum Coordinators to provide the highest standards within the school by using different methods and approaches to achieve this.

These are obviously complex and extensive and require interpretation that warrants the professional status of a teacher. The duties should be regarded in the broadest sense and involve acceptance of all the facets that influence a child's development in school. Broadly speaking, staff are responsible of the provision and organisation of learning experiences that are –

- ☑ closely matched to the stages and abilities of the children in their care.
- ☑ appropriate to meet the individual physical, intellectual, aesthetic, creative, emotional and social needs of the children

All this involves -

- ◆ The planning and implementation of both short and long term objectives through experiences which reflect the school's approach to children's learning and curriculum.
- ◆ Promoting and maintaining the highest possible standards of behaviour, commitment and achievement by the children.
- ◆ Ensuring classroom organisation that provides for the efficient use and storage of the necessary resources so that they can, as far as possible be used and maintained by the children.
- ◆ Being responsible for managing classroom resources and regularly carrying out audits of these.
- ◆ The provision and maintenance of appropriate classroom and central records, so that the learning experiences and development of the children may be carefully monitored to ensure clear progression.
- ◆ Promoting the highest possible standards of display and presentation of work, showing the appropriate value placed on all children's effort (display work is expected to be up for the start of term and changed regularly as well as contribute to display areas elsewhere in the school).
- ◆ The creation of a lively, challenging and stimulating environment in which imagination, investigation, questioning and enquiry are apparent, so that children are encouraged to develop independence.



- ◆ Systematically and sensitively marking children's work and constantly checking their development in accordance with accepted school procedures.
- ◆ Liaising with other members of staff regarding children within the class. These should include teachers of – Music, Special Needs [SEN], English as a Second Language [ESL], Information Communication Technology [ICT], Bahasa Malaysia [BM], Library, Physical Education, German as a First & Second Language [GSL].
- ◆ Consulting with the Principal, the SLTeam and parents/guardians regarding the children's progress.
- ◆ Being fully aware of and helping to maintain all shared resources through their efficient use and prompt return.
- ◆ Leading by example through maintaining the highest possible standards of professionalism as a teacher.
- ◆ Forming appropriate individual and group relationships with the children, based on mutual respect, trust and sensitivity, so that optimum use can be made of every learning opportunity.
- ◆ Being aware of those developments which can or should affect current and future educational provision so that all teachers may grow in their professional capacity.
- ◆ Participating in school events and functions (during/after school hours).
- ◆ Organising two class assemblies a year as well as managing moral assemblies.
- ◆ Participating in the school's Performance Management so as to further support staff professional development.
- ◆ Being aware of and follow all school policies and guidelines.

Additionally, teachers have a responsibility to develop the quality of learning in school beyond the children immediately in their charge. All teachers should view their position as one where the total school operation can be improved by their individual contributions.