

Teachers' Commitment / Responsibilities

St Christopher's International Primary School

Penang, Malaysia

School Day / Hours

Teachers should be **in School by 07:30 a.m. (the latest)**.

Monday to Friday	08:00 a.m. - 02:15 p.m.
After-School Activities	02:15 p.m. - 03:15 p.m.

On Wednesdays, the school hours for all children will be at 12:30 p.m. and on this day, all Teachers/Support Staff will have to attend Staff Meetings/Insets etc. from 1:00 p.m. onwards.

All Teachers will be expected to be in School before the date of professional and personal orientation – as such all teaching staff will be directed to spend certain days of the holidays identified below –

December holidays	(4 weeks)	... 2 directed days
April Holidays	(2 weeks)	... 1 directed day
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). For 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 requested directed day(s) well in advance through the Head of Key Stages. 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 its authorised representatives from time to time. Reasonable prior notice shall be given to Teachers and any grievances resulting from such changes should be brought to the attention of the Board of Governors.

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



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

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 shall be required to attend year group meetings, school functions, school based in-service as required as well as attend other courses which shall be of interest and benefit to self or school. He/She 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 the Teacher's duties.



Teachers agrees to devote his/her time, skill, expertise and attention to the discharge of his/ her duties during the term of 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 run (every term) an extra-curricular activity (selected and discussed with the management), 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



key stage 2 concert



After-school activity – netball in the multi-purpose court



Sports Days

Responsibilities Of Class Teachers

St Christopher's International Primary School

Penang, Malaysia

Responsible to : The Principal and Senior Management Team

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

Job Description

Teachers are required to work closely with Principal, Senior and Middle Management Team 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 these facets that influence a child's development in school. Broadly speaking, staff are responsible of the provision and organisation of learning experience that are –

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

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.
- ◆ Be responsible for managing classroom resources and regularly carry out audit of these.
- ◆ The provision and maintenance of appropriate classroom and central records, so that the learning experiences and developments may be carefully monitored to ensure clear progression.
- ◆ Promote 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 area elsewhere in the school).

- ◆ The creation of lively, challenging and stimulating environment in which imagination, investigation, questioning and enquiry are apparent, so that children are helped to develop independence.
- ◆ Systematically and sensitively, marking children's work and constantly checking their development in accordance with accepted school procedures.
- ◆ Liaison 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
 Bahasa Malaysia
 Library
 Physical Education
 German As A First and Second Language

- ◆ Consultation with Principal, Senior Management Team and parents/guardians regarding the children's progress.
- ◆ The needs to be fully aware of and help maintain all shared resources, through their efficient use and prompt return.
- ◆ Leading by example the highest possible standards.
- ◆ The forming of 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.
- ◆ An awareness of those developments, which can or should affect current and future educational provision so that all teachers may grow in professional teacher.
- ◆ Being aware of, meeting the demands, being on time, commitment, duties and professionalism with the status of a qualified professional teacher.
- ◆ Participate in school events, functions (during/after school hours).
- ◆ Organise two class assemblies a year as well as manage moral assemblies.
- ◆ Organise an extra-curricular activity.
- ◆ Participate in the school's appraisal programme so as to further improve staff professional development.
- ◆ Be aware 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 are asked to provide any input that they feel they particularly able to make and should view their position as one where the total school operation can be improved by their individual contribution.

There is a high level of commitment and dedication expected, especially in relation of time and devotion and to the daily professional duties and routines. It is also required that teachers attend regular meetings with year group/key stages as well as attend school staff meetings and in-service sessions.

Teachers should use non-contact time effectively (or as directed) and be aware/flexible enough to have this withdrawn whenever necessary. It is also essential to have regular assessment of children's progress, particularly the core subject areas and moderate the class work on a termly basis, thus promotes high academic standards through the provision of differential learning.