

**1. MASTER TEACHER** *(ELRC Collective Agreement No. 5 of 2006)*

Surname, Full Name	
PERSAL Number	
Job Title	Educator - public school
Rank	<b>Master Teacher</b>
Post Level	1 (salary notch code 232-268)
Name of School	
Circuit	
District	
Reports to <i>(Name of Supervisor)</i>	
Rank of Supervisor	
Date Job Description discussed and finalised	

**2. THE AIM OF THE JOB**

To engage in class teaching, including the academic, administrative, educational and disciplinary aspects and to organise extra and co-curricular activities so as to ensure that the education of the learners is promoted in a proper manner and act as mentor to less experienced teachers, students and intern (if and when applicable), to participate in and facilitate professional development activities and to provide management support to the management team of the school when and if required.

**3. CORE DUTIES AND RESPONSIBILITIES OF THE JOB**

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

**3.1 Teaching**

- 3.1.1 To engage in class teaching which will foster a purposeful progression in learning and which is consistent with the learning areas and programmes of subjects and grades as determined.
- 3.1.2 To be a class teacher.
- 3.1.3 To prepare lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- 3.1.4 To take on a leadership role in respect of the subject, learning area or phase, if required.
- 3.1.5 To plan, co-ordinate, control, administer, evaluate and report on learners' academic progress.
- 3.1.6 To recognise that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- 3.1.7 To establish a classroom environment which stimulates positive learning and actively engages learners in the learning process.
- 3.1.8 To consider and utilise the learners' own experiences as a fundamental and valuable resource.

**3.2 Extra- & co-curricular**

- 3.2.1 To assist the departmental head to identify aspects which require special attention and to assist in addressing them.
- 3.2.2 To cater for the educational and general welfare of all learners in his/her care.
- 3.2.3 To assist the principal in overseeing learner counselling and guidance, careers, discipline and the general welfare of all learners.

3.2.4 To share in the responsibilities of organising and conducting extra co-curricular activities.

### 3.3 Administrative

- 3.3.1 To co-ordinate and control all the academic activities of each subject taught.
- 3.3.2 To control and co-ordinate stock and equipment which is used and required.
- 3.3.3 To perform or assist with one or more of other non-teaching administrative duties such as:
  - 3.3.3.1 Secretary to general staff meeting and/or others.
  - 3.3.3.2 Fire drill and first aid.
  - 3.3.3.3 Timetabling.
  - 3.3.3.4 Collection of fees and other monies.
  - 3.3.3.5 Staff welfare.
  - 3.3.3.6 Accidents.
- 3.3.4 To engage in management tasks in support of the school management team.

### 3.4 Interaction with stakeholders

- 3.4.1 To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.
- 3.4.2 To contribute to the professional development of colleagues by sharing knowledge, ideas and resources.
- 3.4.3 To remain informed of current developments in educational thinking and curriculum development.
- 3.4.4 To participate in the school's governing body if elected to do so.

### 3.5 Communication

- 3.5.1 To co-operate with colleagues of all grades in order to maintain a good teaching standard and progress among learners and to foster administrative efficiency within the school.
- 3.5.2 To collaborate with educators of other schools in organising and conducting extra and co-curricular activities.
- 3.5.3 To meet parents and discuss with them the conduct and progress of their children.
- 3.5.4 To participate in departmental committees, seminars and courses in order to contribute to and/or update one's professional views/standards.
- 3.5.5 To maintain contact with sporting, social, cultural and community organisations.
- 3.5.6 To have contacts with the public on behalf of the principal.

### 3.6 Mentoring

- 3.6.1 To act as mentor and coach for less experienced teachers.
- 3.6.2 When, and if required, to act a head of a subject, phase or grade as support to the relevant departmental head.
- 3.6.3 To collaborate with and support teachers regarding instructional procedures and personal growth.

## SIGNATURES:

Name	Designation	Signature	Date
	Master Teacher		
	Supervisor		

## School Stamp: