

Best Practice: How to use a Job Description

The Job Description is an agreement between the teacher and the teacher's direct employer, i.e. the TSC, the school proprietor and the school leader, on the duties and tasks the teacher will be expected to perform. The Job Description provides factual information on the Job, the purpose of the job, the tasks involved in carrying it out, the competencies and qualifications required, and other matters. The teacher can be given tasks by his or her superior that are not in the Job Description, provided the tasks are in alignment with the position level of the teacher and the teaching profession.

During recruitment:

- Teachers are given an opportunity to read the Job Description carefully and ask questions if in doubt.
- Teachers will then be asked to sign their job descriptions indicating full understanding and commitment to the tasks required of them.

The Job Description:

- Is reflected in the curriculum taught at Teacher Training Colleges.
- Forms the basis for job advertisement in connection with recruitment.
- Is applied in recruitment interviews to determine a candidate's suitability for the job.
- Informs both school leader and teacher on what can be expected of the teacher in carrying out his/her job.
- Guides mentors and students during TTC student periods of practice in school.
- Is the main instrument to guide supervision and mentoring of a teacher during their probation period, to mentor the new teacher and to plan and deliver induction training.
- Is used for the promotion of teachers in determining indicators for the higher level position.
- Is used as a systematic tool for assessing the learning needs of teachers.
- Is applied in planning and preparing Continuous Professional Development.
- Is applied in formulating indicators for the performance appraisal of a teacher and for completing the Personal Development Plan.

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