

TEACHER JOB DESCRIPTION

General Purpose

To plan, organise and implement an appropriate educational curriculum in a learning environment that guides and encourages pupils to develop and fulfil their academic potential.

Main Job Tasks and Responsibilities

- to be proactive in upholding and following school safeguarding procedures, reporting and following up where necessary and appropriate
- plan, prepare and deliver educational activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet pupils' varying needs
- instruct and monitor pupils in the use of learning materials and equipment
- use relevant technology to support delivery of lessons
- observe and evaluate pupils' performance and development
- assign and grade class work, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor the progress of individual pupils
- maintain accurate and complete records of pupils progress and development
- update all necessary records accurately and completely as required by law, policies and school regulations
- prepare required reports on pupils and activities
- manage pupil behaviour in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain pastoral duties including pupil support, counselling pupils with academic problems and providing pupil encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and pupil organizations
- participate in department and school meetings, parent meetings
- communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
- keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Education and Experience

- Bachelors degree or higher from an accredited institution
- Meet professional teacher education requirements of school, LA

- Single subject teaching credential or certification if teaching a specialised subject
- Relevant teaching experience
- Knowledge of relevant technology

Key Competencies

- self motivation
- high energy level
- verbal and written communication skills
- attention to detail
- high work standards
- problem solving
- decision making
- organising and planning
- learning orientation
- critical thinking
- stress tolerance
- flexibility and adaptability
- initiative