



Job description: Teacher

Definition of the role

Teachers are responsible for implementing the curriculum, as individuals as well as in teams, first and foremost by creating a safe and stimulating learning environment in which our students can discover and develop their intellectual, physical, social and creative potential. Teachers report to the Principal of their school section.

Tasks and Responsibilities

Educational

Teach the assigned subject areas using the curriculum document adopted by the school as a basis for planning
Employ a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or groups involved
Create a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the pupils
Provide individualised and small group instruction in order to adapt the curriculum to the needs of each pupil
Evaluate student needs on a regular basis and co-operate with other members of staff and parents in helping students resolve their problems

Organisational

Develop lesson plans and instructional materials where appropriate
Translate lesson plans into learning experiences so as to best utilise the available time for instruction
Maintain accurate, up-to-date attendance records for students in his/her file
Communicate with parents at scheduled parent-teacher meetings and by appointment, regarding the school's programmes and student's progress.
Supervise class snack, lunch and playtime
Assist the administration in implementing all policies and/or rules governing student life and conduct; develop reasonable rules of classroom behaviour and procedure and maintain order in the classrooms in a fair and just manner
Provide lesson plans and material for substitute teachers to use when the teacher is absent
Assist in the development of the curriculum, the selection and ordering of books and instructional material, and maintain inventory books
Co-operate with other members of staff in planning instructional goals and methods
Attend and participate in faculty meetings