



Job Description
Class Teacher - Grade 1-4

| Job Details | |
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| Position / Title | Class Teacher (Grades 1-4) |
| Department | Academic |
| Reports To | Coordinator |
| Line Manager | |
| Job Code | JD/HR/029 |
| Prepared/Revised On | 01 January 2020 |
| Job Purpose | |
| <p>To teach and educate students according to the guidelines provided by the curriculum framework as per ADEK rules and regulations to enhance the student's skills and knowledge.</p> <p>To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the supervisor.</p> | |

| Responsibilities | |
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| 1. | Fulfil the requirements of the agreed ICS contract of employment; abide by the rules and regulations laid down in the Teacher's Guide, and any other memorandum of instructions issued by the ICS's administration from time to time. |
| 2. | Teach up to a maximum of 30 time-tabled lessons per week. |
| 3. | Ensure regular attendance and timely arrival at school and do not leave the school premises without permission until the final bell has rung at the end of the day. |
| 4. | Attend other scheduled school activities such as assemblies, workshops, seminars and meetings as required in fulfilment of school and ministerial requirements. |
| 5. | Perform substitution and other non-teaching duties in and around the school according to the scheduled roster of teacher duties. |
| 6. | Perform the duties of a grade advisor if called upon to do so. |
| 7. | Assist at all times with the maintenance of the school discipline and the smooth running and movement of class throughout the school. |

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| 8. | Maintain high standard of class discipline in order to facilitate an environment conducive to teaching and learning. |
| 9. | Record all instances of absence from class, late coming, abuse of school and personal property, failure to bring correct books to the lesson and any other transgression which impacts negatively on the teacher's ability to teach. Follow up on appropriate disciplinary measures to counteract such misdemeanours. |
| 10. | Ensure that students are appropriately and constructively occupied with a learning activity at all times, including during substitution periods. |
| 11. | Follow up on and maintain proper record of student work, including daily work, quizzes, tests and examinations. |
| 12. | Prepare and submit typed test and examination papers with full mark schemes and rubric by the due dates. |
| 13. | Identify students who are struggling in a subject and advise the Academic Coordinator of such. Cooperate with the Academic Coordinator and parents in devising a strategy or individual education plan (IEP) of supportive action for the struggling student. |
| 14. | Identify students who are achieving excellence in a subject and promote excellence through a programme of appropriate recognition and or reward. |
| 15. | Maintain proper records of course marks for calculation of final results as well as compilation of descriptive remarks for report cards. |
| 16. | Be fair and consistent in dealing with individual students and avoid any form of personal criticism or physical contact which may be deemed culturally offensive, inappropriate or unacceptable. |
| 17. | Maintain professional standards in all interactions with parents to support and develop the ICS parents mutual partnership. |
| 18. | Acknowledge and respect the professionalism of peers, and assist peers and Subject Coordinators wherever necessary as part of the ICS team spirit. |
| 19. | Follow and adhere to the ICS Confidentiality Policy. |
| 20. | Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner. |
| 21. | Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice / Assistant Principals, where they do not breach ICS policies. |
| Key Performance Indicators (KPI's) | |
| 1. | Implementation of relevant ICS policies and procedures. |
| 2. | Meet all deadlines. |



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| 3. | Effective relationships with parents and students. |
| 4. | Create Safe and ordered learning environment. |
| 5. | Ensure each student makes progress in every lesson. |
| 6. | Ensure lessons which develop independent learners. |
| 7. | Well planned differentiated weekly and unit plans. |
| 8. | Detailed data analysis on summative and formative assessment tools. |
| 9. | Daily marking of books, with weekly developmental comments. |
| 10. | Termly displays as per policy. |
| 11. | Correct exam papers and all summative assessment tools. |
| 12. | Identify and generate reports based on student performance different levels. |
| 13. | Timely reporting of student behaviour and academic progress. |
| 14. | Follow up of instructions from Supervisor and Academic Coordinator. |
| 15. | Timely attending of school activities. |
| Communications and Working Relationships | |
| Internal: | Vice principal, Principal, Supervisor & Coordinator |
| External: | Parents |
| Qualifications and Experience | |
| Minimum Qualifications: | <ul style="list-style-type: none"> ● Bachelor's Degree in Education or equivalent ● Certification or licence as required by relevant State/Country |
| Minimum Experience: | 4-10 years' experience in a similar industry. |
| Required: | <ul style="list-style-type: none"> ● Valid elementary/primary teaching credential ● Patience to work full time with young students ● Exceptional communication skills with students, families and coworkers |
| Preferred: | <ul style="list-style-type: none"> ● Willingness to participate in after school enrichment opportunities for students ● First Aid and CPR certifications an advantage |

| Competencies and Skills | |
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| 1. | Excellent communication skills |
| 2. | Teaching, planning and organizational skills |
| 3. | Problem-solving skills |
| 4. | Energy and Enthusiasm |
| 5. | Excellent judgement |
| 6. | Ability to work under pressure and to meet deadlines scheduled |
| 7. | Ability to be adaptable and flexible |
| 8. | Creative and artistic teaching abilities |
| 9. | Ability to work as part of a team |
| 10. | Keep abreast with the latest trends and best practices |
| 11. | Understanding and proficiency in relevant technology |
| 12. | Good organization and administratively skills in terms of record keeping and follow up. |
| 13. | Patience and empathy in responding to the unique needs of individual students. |
| 14. | Assertiveness and fairness in handling conflict and behavioural problems. |
| 15. | Competent in the operation of a range of standard audio-visual teaching aids. |
| 16. | Knowledge of current educational and instructional methodologies and techniques |
| 17. | Excellent knowledge of child development and latest education theories and practices |
| <p>ICS is committed to Child Protection and promoting the welfare of Children and Young People. All successful candidates will be subject to Police Checks and ADEK approval.</p> | |

| Approvals and Job Holder Acknowledgement | | | |
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| | Name | Signature | Date |
| Employee | | | |
| Head of Department | | | |
| Principal | | | |

