

JOLLY-MERCY LEARNING CENTRE, NANGABO (JMLC)

JOB DISCRIPTION

POSITION: **Teacher**

REPORTS TO: **Head teacher**

RESPONSIBLE FOR: The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with JMLC Academy Policies.

MAIN JOB PURPOSE: To implement instructional activities that contribute to a climate where pupils/students engaged in meaningful learning experiences. Ensure that all subjects are taught in the class, the learning environment is safe and conducive for the purpose of learning and intellectual development of the pupils.

RESPONSIBILITIES AND DUTIES

- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Establishes and maintains cooperative working relationships with students, parents, and schools, as measured by the Ministry of Education established standards.
- Assumes responsibility for meeting his/her course and school-wide student performance goals.

- Demonstrates gains in student performance.
- Appreciates the teacher's code of conduct, JMLC rules and regulations and policies
- Meets professional obligations through efficient work habits such as: meeting deadlines, honouring schedules, coordinating.
- Performs other duties and responsibilities as assigned by their supervisor.
All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

PERSONAL SPECIFICATION FOR DEPUTY HEAD TEACHER

Experience: At least a teaching experience of four (4) years; Experience of managing, developing, inspiring and motivating staff; Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential.

Qualifications: Qualified Teacher Status; registered with the Ministry of Education; and evidence of further up-to-date relevant training

Practical/ Technical Competences and Skills

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academy goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended Teaching Aids and other academic tools

Personal Qualities and Attributes

High personal standards of integrity and probity; Enthusiasm, vision, drive, adaptability and resilience; Be confident, positive and approachable; Commitment to continued personal and professional development; Advocate a sound educational philosophy, with the ability to translate into practice; Ability to create a learning culture which is recognised by staff, parents and pupils