



Date: 30th January, 2016

Ref: GA-PT/2016/Advt-001

Position for the post of Primary School Teacher

Functions:

- ❖ To support the ideals and policies of the school and to implement the school's philosophy and objectives.
- ❖ To assume responsibility for the education of the students in his/her class (es).
- ❖ To assist in ensuring the safety of all children in the school and intervene if conflict should arise between any students.

Responsibilities:

- ❖ To teach the classes assigned by the Principal.
- ❖ To undertake other duties assigned by the Principal.
- ❖ To be informed about the aims and curriculum of the area in which he/she teaches.
- ❖ In the light of these aims and curricula, to select lesson content and activities which are appropriate to the needs of each student in his/her class(es), in relation to the school's philosophy and objectives. The expectations for the delivery of these are spelled out in the appraisal documents.
- ❖ To be aware that the appraisal documents encompass what is expected of teachers in relation to their teaching practices.
- ❖ To maintain records of work covered by his/her class(es).



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- ❖ To correct regularly and promptly all assignments completed by students.
- ❖ To keep accurate, complete records of the progress of each student.
- ❖ To inform parents of students' progress by way of report cards and, where necessary, letters or individual meetings. To be available for all parent-teacher conferences.
- ❖ To attend all relevant meetings, including planning meetings.
- ❖ To submit to the Principal copies of all letters sent to parents.
- ❖ To keep him/herself informed, by way of personal files, of all factors relevant to each student.
- ❖ To be familiar with new developments and methods in the teaching of his/her field.
- ❖ To ensure appropriate behavior of students in class and around the school.
- ❖ To keep the administration informed about student absence, lateness or discipline problems.
- ❖ To care for the classroom(s) in which he/she teaches.