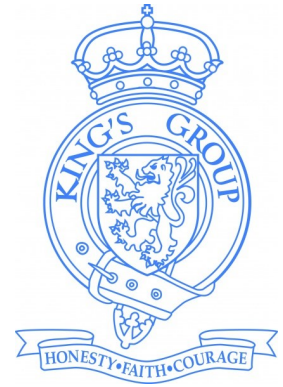


King's College

The British School of Latvia

JDPA10 Job Description



Primary Teacher

Job Purpose

To implement and deliver the UK National Curriculum, IGCSE and A Level programmes, according to the age, aptitude and abilities of the pupils being taught. To aid and develop the school.

Key Responsibilities and Accountabilities:

Curriculum

- To plan, prepare and deliver schemes of work in accordance with school policies.
- To maintain a working knowledge of National Curriculum & other documents.
- To maintain records of pupils' progress including all statutory documents required by the UK DFE or the Panamanian Ministry of Education.
- To produce reports and grades for pupils as per the school calendar.
- To conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning.
- To monitor progress and the effectiveness of class work and to evaluate and modify planning and teaching as necessary.
- To be ready to teach a creative curriculum.
- To differentiate accordingly according to the students' needs including EAL students.

Pastoral

- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- To carry out duties of care as a form tutor and also during non class times.
- To understand and implement all welfare and safeguarding policies.
- To liaise with other staff as required e.g. school nurse, educational psychologist.
- To promote and safeguard the welfare of all pupils at school.

Administration and organisation

- To understand and implement:
 - Regulations and correct procedures relating to attendance registers
 - Emergency and evacuation procedures
 - Health and safety policies
 - All curriculum policies
 - Any other organisational policies or agreed procedures
 - To conduct standardised or other tests when required and document pupils' performance
 - To attend and participate in weekly staff meetings and also on other occasions when required e.g.. team planning meetings
 - To attend and participate in all training days
 - To supervise playtimes and lunchtimes when required
 - To supervise pupils in assemblies when required
 - To liaise with colleagues enabling satisfactory transfers of children within school between schools and hand over to new staff
 - To promote the subject(s) within the school and provide enrichment opportunities
 - To provide additional activities and opportunities for pupils outside the classroom
 - To undertake any other reasonable requests by the Head or other line manager.