

NSL Location  
Nassaulaan 26  
2514 JT The Hague  
Tel: +31 70 318 49 50

KSS Location  
Koningin Sophiestraat 24A  
2595 TG The Hague  
Tel: +31 70 324 34 53

VHS Location  
Van Heutszstraat 12  
2593 PJ The Hague  
Tel: TBC

VNS Location  
Van Nijenrodestraat 16  
2597 RM The Hague  
Tel: +31 70 328 14 41



HSV International School  
www.hsvid.nl

## Primary School Teacher Teaching Function Job Description (LA Function)

<b>Job Description</b>	Primary Teacher
<b>Salary Scale</b>	9
<b>Work Area</b>	Educational Processing / Teaching
<b>Activities</b>	Supporting the policy of the school, working within the policies set by management, transfer of information and abilities

### TERMS

The duties are to be carried out in a School for Primary Education. The teacher gives lessons and guidance to pupils, contributes to the development of the curriculum and the organisation of the school and is responsible for showing professionalism.

### TEACHING DUTIES

#### 1. Teaching and pupil support:

- prepare the daily lessons to be taught
- present the lessons and assist the children where necessary
- use various instructions, work activities and learning methods – according to educational expectations of the school
- create a learning environment where the children feel safe and comfortable
- stimulate and give guidance in skills to children of different social and cultural backgrounds
- structure and supervise activities with varied content for pupils, in balanced groups or subgroups
- look at children's work and correct where necessary
- develop spontaneously any social, cultural, health, environmental, political or ideological situation which may arise
- report and evaluate the development and attainments of the children and from the results decide on additional learning strategies that maybe needed
- recognise social and educational problems and make a diagnosis
- use an action plan to help individual children
- arrange the care of pupils in your class
- support the children according to the care plan
- discuss student learning problems with special needs coordinator and /or management
- support and communicate with the special needs teacher, classroom assistant, and/or student teacher over work being taught in the classroom
- discuss progress of the children with their parents or guardians
- keep and maintain records of children's work
- discuss with parents or guardians how they can help and support their child
- take part in staff meeting
- help to organise and partake in school activities
- keep in contact with the parent's council

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## 2. Contribution to teaching methods and development within the team:

- take part in drafting educational and care plans for the school over all age groups
- include developments in educational teaching and learning activities covering the areas of social and culture, health and environmental, nature and technology, and politics and ideology
- propose your own ideas for new learning methods and development plans
- with the team make personal and team decisions on the educational route to follow, and determine how to include these in the educational teaching and learning activities

## 3. Professional development

- keep up to date with appropriate changes and developments in educational theories, and extend these where necessary
- attend in service training and communicate with colleagues
- keep up with the development of field studies over education through reading the relevant literature

## STURCTURE OF EDUCATIONAL REGULATIONS, QUALIFICATIONS, AND RESPONSIBILITIES

- Decision making about / over: giving of lessons, monitoring of pupils, the setting out of the educational route in a team situation and discussing these with those involved. The implementation of the educational route in teaching methods and activities and attending professional improvement activities.
- Boundaries: working within the Educational law, the aims of the school, the goals that teachers aim to reach, the aim of the curriculum. Adhering to the aims of the school in general, performing within the educational and social goals, and keeping to the policy of the school.
- Responsibilities: to the management over the quality of teaching and child support, for contributions towards the revising and developing of the curriculum, and for developing plans on professionalism and competence.

## KNOWLEDGE PROFICIENCY AND SKILLS

- knowledge of theoretical and practical aspects of teaching, means of instruction and the science of teaching skills
- knowledge of the learning methods used
- awareness of the teaching tasks, assignments, organisation and working methods of the school
- awareness and understanding of the organisation and possibilities of assistance
- capability of presenting knowledge and skills to others
- good communicating skills

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## COMMUNICATING

- ability to teach and discuss lesson material, give individual explanation when difficulties and problems arise in the children's understanding
- discuss with parents or guardians development and progress of their child
- keep parents council aware of any developments
- ability to discuss problems over your work with colleagues
- discuss with management about how best help and support can be given by classroom assistants and other support staff.

