

1 Job Description

The following is a translation of a Dutch Primary Teacher's Job Description.

Job Description	Primary Teacher
Salary Scale	€ 2346 – Line 15 € 3482 per month + additional payments (end of year bonus in December and holiday pay in May)
Work Area	Educational Processing / Teaching
Activities	Supporting the policy of the school, working within the policies set by management, transfer of information and abilities

JOB DESCRIPTION

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 organization 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
- recognize 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 organize and partake in school activities
 - keep in contact with the parent's council
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

STRUCTURE 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, organization and working methods of the school
- awareness and understanding of the organization and possibilities of assistance
- capability of presenting knowledge and skills to others
- good communicating skills

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.

We are looking for a colleague who has energy, excellent organisational and communication skills, a good sense of humour, and who desires to work with children and teachers in a complex, diverse, multi-cultural environment.

Selection Criteria

All applicants must:

- be native English speaking
- have Qualified Teacher Status (BEd or PGCE equivalent)
- be eligible to live and work in the EU.

The candidate should possess the following qualities experience and knowledge:

- good interpersonal and organisational skills
- understanding of how children learn
- ability to work independently and as a team member
- effective planning skills
- flexible team player
- sense of humour.
- good ICT skills
- a willingness to learn the Dutch Language
- knowledge of the International Primary Curriculum is desired