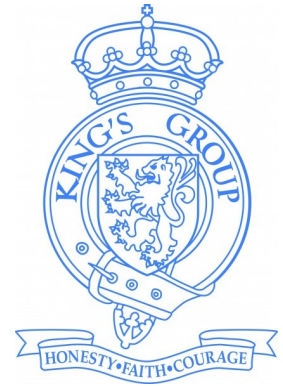


# King's College

## *Frankfurt, Germany*

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JDFR02 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 German 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.