

Job Description - Primary Class Teacher

Job Purpose

To provide a high quality teaching and learning environment, based upon Biblical Worldview principles that facilitate whole-child development where teachers seek, by personal example, to inspire students in Christian faith and living in the school community. Teachers are expected to support and promote the Generations vision, mission, values, and philosophy of learning, including the centrality of a Christian worldview, significance of international mindedness, and importance of personal growth in conjunction with academic excellence.

Responsible To

The position holder reports directly to the Principal (or delegate) who reports directly to the Executive Director of Generations Christian Education.

Key Duties

Responsibilities:

To ensure that the programme of education at the Primary School:

- Builds solid foundations of God's love through a Biblical worldview curriculum, empowering students to follow Jesus Christ and know His word.
- Is in accordance with the requirements of the Education Bureau of Hong Kong and other relevant government departments.
- Promotes equality as an integral part of the programme and treats everyone with fairness and dignity.

Planning & Teaching:

- To enable students to make excellent progress in all learning areas, providing a solid foundation for all aspects of education.
- To plan opportunities to develop the social, emotional and cultural aspects of students' learning.
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to student's learning, and which is regularly reviewed and continually developed.
- To ensure that Generations and School values and personal goals are reflected in daily practice and teaching content.
- To plan and prepare lessons in order to deliver the International Curriculum, ensuring breadth and balance in all subjects; introducing best practices, high quality resources and enriching school programmes.
- To model and promote international experiences in the learning environment.
- To stay up to date with changes and developments in the structure of the curriculum and pedagogy of teaching.
- To identify clear teaching objectives and learning outcomes for students, with appropriate challenge and high expectations.
- To organise and manage groups of individual students ensuring differentiation of learning needs, reflecting all abilities.

- To challenge all students to perform to their full potential, and work to remove barriers to achievement for all students.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To maintain behaviour of a high standard following Generations Christian Education policy, safeguarding students' health and safety.
- To create a learning community in which all students have a desire to inquire and learn.
- To use different strategies to ensure students are actively engaged in their own learning.

Assessment & Reporting:

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of students' progress.
- To mark/comment on student work to facilitate positive student development and improved learning.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal (or delegate).
- To prepare appropriate records for the transfer of students.
- To communicate effectively with parents and stakeholders on programmes, student achievement, placements, and behaviour.

Community:

- To stimulate, foster, and enhance a sense of community amongst staff, parents, and students that encourages them to support the vision and mission of the School.
- To promote high quality relationships with all stakeholders.
- To build up community relations and school collaboration.

Extra-Curricular Duties:

- To take part in school events and activities that may take place at weekends or in the evening (within the reasonable request of the Principal).
- To participate in staff meetings as required, including learning meetings, prayer gatherings, committee meetings, etc.
- To deliver one class chapel/assembly per term (3 during the year), involving whole class presentation.
- To supervise students during classes and at other times in the school day, including in the playground, during breaks, and at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions where relevant.
- To lead or supervise extra-curricular activities as part of the school's extra-curricular programme (as included in school contract).
- To liaise with colleagues and work flexibly (this might include covering staff sickness by taking responsibility for a 'class-split').

Strategic Plan:

- To implement and support school development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

Administration:

- To administer and implement the policies of and procedures of the School and where relevant Generations Christian Education.
- To maintain appropriate documentation for the performance, evaluation and management of all students in your classes.
- To continue professional development, maintaining a portfolio of training undertaken.

Risk Management:

- To promote the welfare of students and to support the school in safeguarding students through relevant policies and procedures.
- To ensure out-of-school trips are safe, educational and fun, liaising with the Principal (or delegate) as appropriate.
- To help ensure all students and staff are safe and secure, informing the Principal of any issues.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others, and to comply with the School's Health and Safety policies and procedures, and laws of Hong Kong, and any school-specific procedures/rules that apply to this role.

Other:

- Other related duties as requested by the Principal or their delegate.