

# Job Description - Primary Class Teacher

## Job Purpose

To provide a high quality teaching and learning environment, based upon Biblical Worldview principles, that facilitates 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

Class teachers report directly to the Principal of the School (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 children 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 pupils' learning.
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to children's learning, and which is regularly reviewed and continually developed.
- To ensure that Generations and school policies are reflected in daily practice.
- 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.

- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups of individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To challenge all children to perform to their full potential, especially those with particular Gifts and Talents.
- To work to remove barriers to achievement for all pupils, particularly those with Special Educational Needs.
- To liaise with outside agencies when appropriate e.g. SENCo, Educational Psychologist.
- 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 children's health and safety.

### **Assessment & Reporting:**

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal.
- To prepare appropriate records for the transfer of pupils.
- To assess work to facilitate positive pupil development.
- To deliver effective communication to parents and stakeholders on school programs, student achievements, 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 which may take place at weekends or in the evening (within the reasonable request of School Principal).
- To participate in staff meetings as required.
- To deliver one class chapel per term (3 during the year), involving whole class presentation once a year.
- To supervise students during classes and at other times in the school day, including in the playground and dinner hall during breaks, at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions.
- To lead or supervise an after school club as part of the schools extra-curricular programme (as included in school contract).

- To liaise with colleagues and work flexibly, particularly in smaller schools (this might include covering staff sickness by taking responsibility for a 'class-split').

### **Strategic Plan:**

- To implement and support curriculum 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:**

- Administer and implement the policies of Generations Christian Education.
- Maintain appropriate documentation for the performance, evaluation and management of all students in your class.
- To continue professional development, maintaining a portfolio of training undertaken.

### **Risk Management:**

- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To ensure out-of-school trips are safe, educational and fun, liaising with the Principal as appropriate.
- To ensure all children 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 Schools Health and Safety policy, 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.