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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | PRIMARY SCHOOL TEACHER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of Primary school teacher consists of teaching pupils in public or private schools at the Elementary level basic academic, social, and other formative skills. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to teach others how to do something, and to select and use training or instructional methods and procedures appropriate for the situation when learning or teaching new things;
* Ability to give full attention to what other people are saying, and to be aware of others' reactions and understanding why they react as they do.
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| COMPETENCIES: | * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Adapt teaching methods and instructional materials to meet students' varying needs and interests;
* Establish and enforce rules for behaviour and procedures for maintaining order among the students for whom they are responsible;
* Establish clear objectives for all lessons, units, and projects and communicate those objectives to students;
* Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations;
* Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs;
* Observe and evaluate students' performance, behaviour, social development, and physical health;
* Prepare materials and classrooms for class activities;
* Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks;
* Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play;
* Read books to entire classes or small groups.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |