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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |