

## **JOB DESCRIPTION**

### **‘Home Room Teacher - PYP’**

#### **Overview:**

Neev seeks to build knowledge, self-awareness and relationships with people and the environment to seek happy, healthy, impactful lives - keeping in line with the IB mission of producing global citizens. A Teacher's role at Neev is to promote and nurture the education of young students by planning and tailoring courses of study while providing a safe and stimulating class room environment that is conducive to learning. Teachers at Neev need to partner with parents, trainers and the Non-teaching staff to ensure the holistic development of the child.

**Reports to** – PYP Coordinator or Grade Level Coordinator

**Main working relationships** – Section Head, PYP Coordinator, PYP Teachers

#### **Main Responsibilities:**

- Teach students using five elements - knowledge, concepts, skills, attitudes, and action to execute a rigorous and challenging primary curriculum.
- The PYP is a transformative experience for students, teachers and whole school communities. PYP students learn how to take control of their learning, teachers collaborate to deepen student - learning, and the whole school community, including parents, actively contribute to a holistic educational experience

#### **Person specification:**

##### **As a PYP educator certain highly preferred traits -**

- Ability to communicate with understanding and effectiveness to have a positive impact on others.
- Be culturally aware and respectful of differences.
- Encourage development of self and others, to achieve and go beyond the IB and Neev mission.
- Explore and identify the best and most ethical approach, taking personal responsibility, meeting challenges and resolving problems in delivering results to a high standard.
- Work to support and develop collaboration within and across teams.
- Have the courage, forethought and independence of spirit to use change and/or continuous development in a socially responsible manner.
- Implement the IB's strategic plan to meet the medium and long term needs, mission and values of Neev.

**Day to day Responsibilities:**

- Educate students by planning and developing courses of study according to Neev curriculum guidelines and school requirements.
- Tailor and differentiate courses of study and lessons to meet the individual needs of student's levels of academic ability and previous achievement.
- Develop and present lesson plans by using a variety of teaching models and techniques.
- Planning the indoor and outdoor environment in order to provide a positive, creative and stimulating context for learning and teaching.
- Preparation of resources to support delivery of the curriculum indoors and outdoors.
- Observe, monitor and assess students on-going progress. Prepare assignments and tests for in-school assessment and homework.
- Maintain good disciplinary order and child safety standards in the classrooms, on school campus, and while on bus and vigilance duties.
- Maintain safe, secure, and healthy educational environment on campus and on field trips.
- Undertake pastoral duties, such as supporting pupils on an individual basis through academic or personal difficulties;
- Keep parents informed of children's progress by maintaining records of academic performance, attendance, and participation; reporting on all elements of student development at parent-teacher conferences, both regularly scheduled and as-needed.
- Provide student support services for additional study periods, student clubs and activities (ICL), trips, school events such as Sarvajeet Divas and Neev Utsav, Lit Fest, Spotlight, Sleepover etc.
- Update job knowledge by attending faculty meetings; participating in educational opportunities recommended & supported by Neev; reading professional publications; maintaining personal networks; participating in professional organizations.

This Job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for the job. Activities, duties and responsibilities may change at any time with or without notice. A link to the updated version will be made available to your team and any changes will reflect in the same and imply a change in your duties. You will be kept informed of the same by your lead. If you are given additional responsibilities of a temporary nature through mutual discussions with your Leader, then the JD for the additional role will be made available to you.

**Read and accepted by:**

**Name:** \_\_\_\_\_

**Signature with date:** \_\_\_\_\_

