

JOB DESCRIPTION

Job Title – Teacher/Senior Teacher – Spanish

Past experience- Teacher/Senior Teacher – Spanish

Education - Post-Graduate Degree, PGDIE/CIDTL/B.Ed. preferred

Person specification:

- 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 through PTMs and diary notes.
- Provide student support services for additional study periods, student clubs and activities (ICL), field 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 and supported by Neev; reading professional publications; maintaining personal networks; participating in professional organizations.
- Invigilation duties for all Senior School teachers up to 10 hours a year.

Responsibilities applicable to DP Teachers only

- Contribute to ToK development in the subject area
- Supervise Extended Essays in the subject area as allotted by the Co-ordinator
- Supervise CAS activities as allotted by the CAS Coordinator.