

JOB DESCRIPTION-MATHEMATICS

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 classroom 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.

Main working relationships - Section Head – IB, Programme Coordinator, Subject HODs, Teachers

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, ICSE, 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), 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.
- ☐ Undertake travel on Neev Trust work. Such travel includes Educational Excursions/ Learning Journeys and short field trips.

Specific Skills-

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