



Preston International School

Akure, Ondo State, Nigeria

Job Description Teachers

Job Description

Teaching and learning

1. Carrying out teaching duties in accordance with the school's schemes of work and curriculum.
2. Preparation of lessons in accordance with 'The Preston International School – Good Lesson Guide'.
3. Planning of lessons and schemes of work to ensure coverage of topics to include use technology and teaching resources to achieve VAK, (Visual, Audio and Kinaesthetic) techniques, differentiation, assessment for learning and personalized learning.
4. Setting up and operating an effective personal filing system for documenting and archiving schemes of work, lesson plans and assessment records for every child and every class taught.
5. Identifying learners in need of intervention and developing effective strategies for such interventions including one-to-one support during lessons and after school.
6. Liaise with the heads of department and other members of the team in seeking support for students with learning and behavioural difficulties to help improve pupils' academic performances.
7. Delivering the Nigerian and British curriculum.
8. Ensuring that all pupils have copies of the schemes of work for the term pasted in their exercise books.
9. Ensure that work is set for students absent from school.
10. Set and mark homework regularly.

Assessing and reporting

1. Regular marking of pupils' books to reflect:
 1. diagnostic and formative marking and comments in pupils' books,
 2. evidence of differentiation,
 3. quality and quantity of work,
 4. presentation/handwriting,

5. consistency with planned lessons,
2. Giving regular feedback to pupils and maintaining records of pupils' progress and development.
3. Using Assessment for Learning strategies in lessons and these should be reflected in planning.
4. Preparing pupils for external examinations at national and international levels, such as IGCSE, WAEC, NECO and Cambridge A-levels, as well as SAT.
5. Invigilation of internal and external examinations in accordance with the school's policies.
6. Periodic entering of all assessment records and writing of reports for the purpose of reporting to parents and other stakeholders in both printed and electronic media.
7. Analyzing and using previous data of pupils' academic performance as a tool to inform lesson planning and preparation.
8. Mark and return work within agreed time span, providing feedback and targets.
9. Liaise with parents and attend consultation meetings such as Student Review Days.
10. Work within the Code of Practice relating to Special Educational Needs.
11. Record students' work. Personal records must be kept of all pupils' work and these should be used in planning and preparation of lessons.

Leadership and management

1. Attend all staff meetings as required including department team meetings or any ad hoc committee set up for the purpose of the smooth running of the School.
2. Undertaking pastoral duties, such as taking on the role of class tutor, head of year and supporting pupils on an individual basis through academic or personal difficulties. Form Tutors will sign pupils' diaries every week and will be responsible for dealing with poor behaviour in that particular class.
3. To lead and participate in the school's extra-curricular programmes such as clubs and other activities.
4. To undertake supervision duties, overseeing the conduct of students during break, lunch and prep times or at such times as may be designated by management including evening and night time supervision.
5. Support and uphold the school's policies on uniform, behaviour, discipline, bullying and the general conduct of students.
6. Support the delivery of health and safety policies and a commitment to the safe guarding of pupils.
7. Contribute to staff development activities.

Standards and quality assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Participating in and organising extracurricular activities.

4. Attend and participate in all school functions including evening events or 'away' events or school trips where students may be accompanied to events for a day or more.
5. Uphold the school's code of conduct for students and staff.
6. Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers/outside agencies.
7. To participate in regular in-service training (INSET) as part of continuing professional development (CPD).
8. Attend team and staff meetings.
9. Undergo Performance Management Reviews and Target Setting sessions with senior managers.

Other duties and responsibilities

The above list of responsibilities is not exhaustive, and other duties and responsibilities may evolve to the post-holder as requested by the Board of Directors.