



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: PRIMARY SCHOOL TEACHER

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

The Primary School Teacher will be directly responsible to the Primary School Deputy Head, then to the Primary Head Teacher.

The Primary School Teacher will make the education of the pupils their first concern, and will be accountable for achieving the highest possible standards in work and conduct. The Primary School Teacher will act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as a teacher up-to-date and will be self-critical, forge positive professional relationships and work with parents in the best interests of the pupils.

The Primary School Teacher will be responsible for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact and ensure compliance with the School's Child Protection Policy and Procedures.

RESPONSIBILITIES:

1. SPIRITUAL

Chengelo values every child as a child of God and therefore the Primary School Teacher will be expected to demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils, establish a safe and stimulating environment for pupils, rooted in mutual respect and in accordance with the school's behaviour policy, set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions, teach within a Christian framework encouraging understanding of the subject within a Christian worldview and make a positive contribution to the wider life and ethos of the school

The Primary School Teacher is also encouraged to take part in the following activities:

- speaking at school assemblies
- leading or speaking at Fusion
- leading a discipleship group
- leading staff devotions at break time
- To be a visible presence and encouragement to students in North Church, Fusion, Discipleship Groups, and in their daily devotional times.

2. LEADERSHIP

The Primary School Teacher is expected to role model aspects of leadership so that students are trained throughout the school for leadership roles. Biblical leadership principles and examples should provide the framework for training. The Primary School Teacher will be expected to take part in Ndubaluba outdoor activities with the pupils as directed.

3. PUPILS

The Primary School Teacher will be expected to promote good progress and outcomes by pupils, adapt teaching to respond to the strengths and needs of all pupils, manage behaviour effectively to ensure a good and safe learning environment.

The post includes the following duties:

- keeping a record of attendance using ISSAMS
- regular assessment of pupils and marking of exercise books according to the marking policy
- writing subject reports or grade sheets at the end of each term and attending the relevant parent-teacher consultations
- taking an active role in maintaining high standards of student behaviour, discipline, safety and general wellbeing at all times and in all places around the school
- weekend duties (one day every second weekend)
- running a fortnightly Saturday club (sport, hobbies, other interests, etc)
- weekday duties (usually one duty, such as meal supervision, prep supervision etc, each week)

4. STAFF

The Primary School Teacher will be part of a team, helping to encourage others. They will be expected to develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support, deploy support staff effectively and take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. The post includes effective communication with a broad range of other staff, clinic, classroom, hostel, pastoral and academic managers and senior managers to ensure pupils are properly cared for, and systems are maintained. Fellowshiping with, praying with, pastorally caring for fellow colleagues, is an integral part of the community life.

5. RESOURCE MANAGEMENT

The Primary School Teacher is expected to organize wall displays and create a stimulating classroom environment, ensuring the classrooms, hostels and grounds are left in a tidy state, reporting damages promptly to ensure repairs or replacements can be organised promptly, accounting for stock and planning ahead to ensure the suitable provision for future courses and activities.

6. EXTERNAL RELATIONS

All staff at Chengelo share a responsibility for the way in which we live up to the motto of 'As a witness to the Light'. This requires staff to live out values such as integrity and honesty. We aspire to reflect attitudes commensurate with the fruits of the spirit.

This means we seek the highest standards in our professional work; report writing, parent's consultation days, school trips, school events, are all opportunities for us to communicate the standards Chengelo aspires to. In dealing with parents we must always demonstrate our care for their individual child and the uniqueness of their creation and their gifts. Reports must emphasize the positive achievements, the areas for improvement, and strategies for achieving the next stage of progress. They must show an awareness and support for the pupils well-being.

CERTIFICATION REQUIREMENT

The Primary School Teacher must be a licensed teacher

REVIEW AND AMENEDMENTS

The Primary School Teacher will undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.