



# CHENGLO SCHOOL

AS A WITNESS TO THE LIGHT

## **JOB DESCRIPTION:** Primary 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 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 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 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.

**ACCOUNTABLE TO:** The Primary teacher will be directly responsible to the Primary Deputy Head, then to the Head of Primary.

**WORKING RELATIONSHIPS:** The Primary teacher will work with the Primary Deputy Head, other members of the Primary school and Secondary. Teachers also need to communicate effectively with parents.

## **RESPONSIBILITIES:**

### **1. TEACHING AND LEARNING:**

- Keeping a record of attendance using Engage
- In conjunction with the main class teacher, regular assessment of pupils and marking of exercise books according to the marking policy.
- Giving input into reports or grade sheets at the end of each term and attending the relevant parent-teacher consultations where necessary.
- Taking an active role in maintaining high standards of student behaviour, discipline, safety and general well-being at all times and in all places around the school
- Weekday duties as per full-time staff members within the school day.

### **2. PASTORAL CARE, SPIRITUAL GROWTH, AND ENRICHMENT:**

- Demonstrate positive attitudes, values, and behavior expected of pupils.
- Establish a safe and stimulating environment rooted in mutual respect and in accordance with the school's behaviour policy.
- Foster a Christian worldview among the students where possible through the delivery of the subject.
- Take part in spiritual activities such as speaking at assemblies, leading or speaking at Fusion, leading a discipleship group, and leading staff devotions.

- Be a visible presence and encouragement to students at Fusion, Discipleship Groups, and in their daily devotional times as well as at North Church.
- Role model aspects of leadership and participate in Ndubaluba outdoor activities with pupils.

### **3. STAFF:**

- Develop effective professional relationships with colleagues.
- Know how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving teaching through appropriate professional development and responding to advice and feedback from colleagues.
- Effectively communicate with a broad range of other staff, clinic, classroom, hostel, pastoral, and academic managers, and senior managers to ensure proper care for pupils and maintenance of systems.
- Provide pastoral care for fellow colleagues and actively participate in community life.

### **4. RESOURCES AND INFRASTRUCTURE:**

- Organize wall displays and create a stimulating classroom environment.
- Ensure classrooms, hostels, and grounds are left in a tidy state and report damages promptly for repairs or replacements.
- Account for stock and plan ahead to ensure suitable provision for future courses and activities.

### **5. EXTERNAL RELATIONS**

- Reflect the motto of "As a witness to the Light" in daily actions.
- Maintain high professional standards and integrity.
- Communicate effectively with parents, emphasizing care for their child's individuality and well-being.
- Write reports that highlight positive achievements, areas for improvement, and strategies for progress.

### **6. GENERAL:**

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

### **REVIEW AND AMENDMENTS**

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.