

Job Description of Primary Home Room Teacher

The Primary School Home Room Teacher's primary job is to ensure that, in line with the school's Mission and Objectives, all students learn the content and essential skills at each grade level as detailed in the school's schemes of work. The Home Room Teacher is directly responsible to the Head of the department and will work within the framework of school policies, procedures and guidelines. Each teacher is responsible for being aware of any medical conditions affecting students taught, and for knowing what, if any, action should be taken in cases of emergency. S/He will work in liaison, contact and co-operation with other members of staff, members of NMAJS support and advisory services, organisations and networks relevant to the teacher's specialty or subject, parents, the Chairperson, and the local community.

Specific duties and responsibilities of the Primary Home Room Teacher will include, but will not be limited to the following:

1. Planning:

- To plan and develop engaging schemes of work, unit plans and lesson plans, appropriate to the age, needs, abilities, interests, experience, and prior knowledge of all pupils in the class.
- To prepare learning outcomes and learning engagements for courses of study, following curriculum guidelines and requirements of the school.
- To plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.

2. Instructing and Supervising Work by Pupils:

- To instruct students individually and in groups, both at school and elsewhere, to stimulate student learning.
- To adapt and create strategies, teaching methods and instructional resources to meet students' varying needs and interests, that facilitate active learning.
- To organize and implement activities that promote physical, mental and social development of students.
- To engage students in challenging tasks, with opportunities to observe, question, and investigate their learning.
- To assign and evaluate appropriate class work and homework, to assess student learning.
- To provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- To select, suggest, and inventory classroom equipment, materials, and supplies.
- To use technology, audiovisual aids, and other equipment and materials to supplement teaching.

3. Marking and Evaluating:

- To prepare, administer, and grade tests and assignments in order to evaluate students' learning and progress.
- To mark and assess pupils' work and to record and document their development, progress and abilities and provide relevant feedback.

- To prepare progress reports, report cards and student evaluations as per school guidelines.
- To provide feedback to support student reflection, improvement and growth.

4. Maintaining Records:

- To maintain accurate and complete student records as required by the school.

5. Discipline and Relationships:

- To maintain among students' good order, discipline and respect for others, both inside and outside the classroom;
- To communicate and promote understanding of the school's rules and values.
- To safeguard the physical, mental, social and emotional wellbeing and safety of students, for a positive learning environment.
- To manage student behaviour and to develop relationships with and between pupils, conducive to optimum learning.
- To display strong moral values and discipline and use appropriate language and communication.

6. Communication with Parents:

- To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents, as well as to challenges or difficulties.
- To confer with parents, teachers, counselors, and administrators in order to resolve students' behavioral and academic difficulties.
- To participate in parent-teacher meetings as scheduled by the school, to give parents appropriate feedback on the student's progress and development;

7. Collaboration with other teachers:

- To confer with other staff members to plan and schedule lessons and activities promoting a balanced programme of instruction.
- To attend all staff meetings and departmental meetings and serve on committees as required.
- To collaborate with other teachers and administrators in the development, evaluation, and revision of school programmes and events.
- To support colleagues in the planning, coordinating and delivery of classes.
- To direct and collaborate with co- teachers for the purpose of providing an effective classroom programme and addressing the needs of individual students.

8. The Classroom:

- To maintain an attractive, safe, and stimulating classroom environment to enhance learning.
- To organize the classroom and learning resources and creating displays to encourage a positive learning environment.
- To perform pastoral duties including observing and understand students' behaviour and report issues of neglect, abuse etc. to the appropriate authority, as per school guidelines.

9. Overall Policy and Review:

- To comply with all school policies and guidelines and take part in whole-school reviews of policy and goals;

10. Other Duties:

- To perform administrative duties such as assisting in school libraries, break duties, cafeteria monitoring, crisis management and bus loading and unloading.
- To conduct cocurricular and extracurricular activities such as sporting and non-sporting activities, core activities, inter-house competitions, enrichment classes and school events.
- To enforce school policies and rules governing students and other aspects of school.

11. Professional Development:

- To attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence;
- To develop and enrich one's professional skills and pedagogical knowledge, staying updated by self-learning and self-study.
- To participate in appraisals and reviews of one's work, as arranged by the Head;

12. Public Relations:

- To establish and maintain co-operative relationships with members of other departments/sections;
- To exhibit appropriate professional conduct and dress, and communicate positive aspects of the school to the public;

13. School Life:

To engage in various activities at the school, such as:

- Serve as a home room/class teacher with responsibility, for the day-to-day pastoral care of students;
- To act as a mentor and role model to all NMAJS students;
- To participate in off-site student field trips and attend special events, and support student functions outside of the regular school day;

14. Working days:

- To maintain regular attendance during all scheduled school days and on those Saturdays when attendance is required for a school and /or staff event /workshop.

15. Additional Duties:

- To perform any additional duties and responsibilities as assigned by the Head of Primary.