

Greek School of Ayia Triada Birmingham

Elliniki Kypriaki Estia

Magnet Center, Park Approach, B23 7SJ, Erdington

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge, Stoke on Trent

tel. 01213266538, 07842020089
website: www.greeksat.org.uk



JOB DESCRIPTION – TEACHER Starting September 2019

The duties and responsibilities of a Teacher shall include the following:

Overall Functions

- To teach and educate students according to guidelines provided by the Greek Cypriot National Curriculum Framework for Schools of Cyprus Educational Mission in the UK, under the overall guidance of the Headteacher of the School, the Educational Advisory Team of the Management Board.
- To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School

Responsible to:

Headteacher

Location:

Greek School of Ayia Triada Birmingham and Branches (Erdington, Worcester, Cannock, Tamworth, Stoke on Trent, Stourbridge)

Main Responsibilities:

- Planning, preparing and delivering lessons to all students in the class;
- Providing scheme of work punctually and according to direction given during training day. Ensuring that schemes and forecast of work carried out in class are handed to the Headteacher in good time so that the necessary adaptations and resources are made for use with students with individual educational needs in class;
- Complying with, and delivering the school policies.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Adopting and working towards the implementation of the school development plan of the particular school branch they are giving service in;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Participating in arrangements within an agreed national framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the Greek Cypriot National Curriculum Framework for Schools of Cyprus Educational Mission in the UK guidelines;

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- Advising and co-operating with the Headteacher in the preparation and development of teaching materials, methods of teaching as well as school events organised as part of school's yearly activities;
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Headteacher and members of the Educational Advisory Team-(subject/level) concerned;
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in action research exercises;
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Participating in staff, group or other meetings related to the school curriculum arrangements, for the better organization and administration of the school;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Head of School;
- Providing the necessary information and advice to the designated personnel in the school and to provide all the necessary information regarding requisitions and arrangements in connection with the teaching of the subject or year group assigned to him/her;
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance;
- Participating in school assemblies;
- Participating in the developing of the school newsletters
- Organising everything necessary for the termly parents' evenings including progress reports, attendance reports, portfolio of child's work and generally anything required as needed for discussing the progress and performance of each child in class.
- Registering and monitoring the attendance of students under one's care; Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of the school;
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners;
- Together with the Learning Support Assistants, to work for the best practice in class including marking, progress record, work displaying etc
- Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons;
- Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

Compulsory Skills

- Primary Education training, or Greek Philology training
- Fluency in Greek Language (first language Greek)
- English Language fluency
- QTS
- DBS (from Greece, Cyprus and the UK) for candidates qualified in Cyprus or Greece and moved in the UK in the past 6 months.
- DBS issued by the
- Music and Music Instruments (e.g. piano, guitar etc)-in the case of applying as music teacher
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Desirable Skills

- Music and Music Instruments (e.g. piano, guitar etc)
- Good knowledge of Information Technology

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- Online applications usage ease -ClassDojo, Kahoot, Socrative

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