

JOB DESCRIPTION and JOB SPECIFICATION

Job Title	History & Geography Teacher	Job Code	<i>JD/GIS/005</i>
Reports to	Principal	No of Job Holders	1
Department	Gateway International School	Last Update	13/11/2018
Operating Division	Gateway International School	Approved Date	13/11/2018

1. JOB PURPOSE:

This position is for the History and Geography Teacher role who will be responsible for taking care of plan and prepare lessons to a high standard, using a variety of delivery methods which will stimulate student learning and encourage a learning experience which provides all students with the opportunity to achieve their individual potential.

2. ORGANIZATION CHART:

Separate

3. DIMENSIONS:

RESPONSIBILITY FOR PEOPLE: Students and Staffs associated with School
RESPONSIBILITY FOR FINANCIALS: None

4. RESPONSIBILITIES:

- 1 year – 2 years of experience is required in Teaching of either of the subject.
- To plan and prepare lessons to a high standard, using a variety of delivery methods which will stimulate student learning (appropriate to needs and demands of specifications taught).
- To set and mark work, including homework in accordance with the school marking and Feedback Policy.
- To be fully involved in the monitoring process.
- To encourage a learning experience this provides all students with the opportunity to achieve their individual potential.
- To assess, record and report on students' progress and attainment, maintaining accurate and appropriate records.
- To prepare students for examinations, internal and external, including assessment and recording of accurate data.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Typically reports to a department head.

5. DECISION MAKING AUTHORITY:

Seeks approval of Manager before taking any financial decisions, it if is above 2500 limit

6. COMMUNICATIONS AND RELATIONSHIPS:

Internal: Managers, department personnel, employees, clients and visitors

External: Professional interaction with the clients and other visitors

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED FOR JOB

Education Hons. In History or Geograpy

Experience 1 year-2 years of Experience.

Language skills Written and verbal communication in Hindi and English

Working Conditions Work is performed with considerable independence and requires excellent collaboration and coordination skills.
Involves considerable standing and walking. May have to face unruly elements in the course of duty, requires good observation skills and initiative