



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 **Job title:** Graduate teacher. English Literature

A2 **Department/Programme:** Administration

A3 **Section/Project:** Education

A4 **Reports to (position):** HOD

A5 **Supervises (Name of Positions):**

JOB DESCRIPTION

B1. Overall purpose of the job.

Provision of quality education

To teach students in the school at both ordinary and advanced levels. Instill morals and promote self-discipline, ethical values, and personal responsibility and lay a foundation for further education. Ensure that students understand the content of the subject as taught.

Prepare schemes of work and lesson plans.

Prepare timely schemes of work and lesson plans in the subject to be taught.

Gather other teaching aides or resources especially for practical subjects.

Teaching and training

Teach the subject in the assigned classes.

Organize more guided group discussions and internal seminars especially for candidate classes in order to equip them with question answering skills

Complete the syllabus in time and avail students enough time for revision.

Check slow learners and ensure that all students understand the content.

Monitoring and evaluation of students

Monitor class performance in the subject being taught and provide counselling and guidance to students who need special attention in their academics.

Set and mark exercises/ tests and examination scripts for students.

Participate in carrying out co-curricular activities at the school.

Complying with safety measures. Adhere to the company safety, health and environment procedures in place.

Perform any other related duties as may be assigned by the Deputy Head teacher/

Management from time to time

B2. Key Responsibilities

C Knowledge, qualifications & Experience

C1.1 Education:

Education: A trained graduate teacher in relevant subjects. The person must be registered with the Ministry of Education and Sports.

C2.2: Experience, Skills and Competences:

Experience: Teaching experience in relevant subjects is desirable.

Communication Skills: will need exceptional communication skills in order to effectively execute his duties. These skills will have to be exceptional both in written and verbal form.

Ms Office: A candidate for this position must be highly proficient in the use of Ms Word, Ms Excel, and Power Point.

Analytical and Interpersonal Skills: must also be self-motivated, be proactive going beyond the call of duty, have a keen eye for detail, be result-oriented, and have an ability to work stay calm under pressure and in uncertainty inspiring the same in his team.

People Skills: must also be likeable and relatable, having an ability to form strong connections with others, earning their trust, and hence being able to influence even management in the business.