



GRACE ACADEMY

Grow in Grace

Job Description –Teacher

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| Purpose |
| To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the students, during on-site and off-site activities. To promote the vision and objectives of the school and maintain its philosophy of education. |

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| Main duties and responsibilities |
| <ul style="list-style-type: none">• To create and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children’s learning.• To always try to understand, appreciate, love, and serve the students entrusted to me for instruction.• To plan opportunities to develop the social, emotional, and spiritual aspects of students’ learning.• To prepare all guided instruction day plans, along with all necessary materials, to send home with students at the end of the week.• To establish set “office hours” each Monday and Friday to be available to answer any questions from parents.• To oversee the planning and preparing of lessons to ensure breadth and balance in assigned subject areas and to identify clear teaching objectives and learning outcomes, with appropriate challenges and expectations.• To maintain good order and discipline among the students, safeguarding their health and safety.• To organize and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.• To ensure effective use of support staff within the classroom, including parent helpers.• To refer students for appropriate specialized support as needed and communicate regularly with support staff.• To collaborate with other teachers, offering suggestions or ideas as related to teaching strategies or methodology as needed and to be part of a whole school team, actively involved in the evaluation and development of policies and programs of study, teaching materials, resources, and methods of teaching.• To communicate and consult with parents over all aspects of their children’s education – academic, social, emotional, and spiritual.• To participate and volunteer at fundraising events when possible. |