

GALAXY INTERNATIONAL SCHOOL UGANDA(GISU)

JOB DESCRIPTIONS

CLASS TEACHER

Reports to Head of Department/Level Head

The class teacher has a critical role to play in the development of the cognitive, motor, psychomotor and affective domains of a child as well as the development of the school. He/she is always in daily contact with the students in the class and plays a denominator part in fostering and bolstering positive approaches to work, to the school and in the community as a whole. The role of the class teacher is instrumental in setting the momentum for the day ahead and ensuring a serene, focused, disciplined and harmonious approach.

The class teacher shall adhere to the following job description:

Registration

- a) Correctly mark student attendance registers on a daily basis.
- b) Record absence and collect absence letters from students.
- c) Monitor students' attendance records to curb truancy and tardiness.
- d) Ensure that students are seated during registration.
- e) Alert other teachers and administration on individual student lateness and patterns of absence.
- f) Seek audience with parents to discuss matters of attendance and academic progress.

General Duties

- a) Organize the class notice boards, record merit slips, collect reply slips and complete records of achievement.
- b) Ensure maintenance of a tidy and stimulating environment with a focus on care of personal and school property within the classroom and school.
- c) Organize election of form monitors.
- d) Provide information to colleagues, parents and management about issues affecting students.
- e) Attend annual team meetings.

Links to Learning

- a) Assess student progress through students, parents, various meetings and reports.
- b) Accompany students to assembly and ensure that they enter quietly and orderly.
- c) Encourage positive communication between home and school, whilst liaising with the school coordinator.

- d) Play an important role in clarifying to students the consequences of infringing the rules and regulations.
- e) Check personal effects such as uniform, essential equipment, topic outlines, revision topics, examination timetable and other materials, their use and condition.
- f) Make professional observation of students' behavior, appearance, friendships or any significant changes that are likely to require action or intervention.
- g) Help form members develop a behavior contract with a focus on specific behavioral problems and benefits for achieving the student goals.
- h) Promote and safeguard the welfare of the students that fall under his/her responsibility.
- i) Extend formal and informal counselling to students and induct new students.
- j) Maintain and uphold school standards of punctuality, correct uniform and appropriate dress.
- k) Encourage the development of ideas and opinions in ways to encourage student participation in community work.
- l) Perform such other duties that the school coordinator and principal may from time to time assign him/her.

TEACHER

Reports to Head of Department

A teacher at Galaxy International School Uganda (GISU) shall be required to fully comprehend and internalize the vision, mission, goals and philosophy of GISU and conduct himself/herself in accordance with the cherished principles and practices of the school.

A teacher at GISU shall be required to perform the following professional duties:

Teaching

- a) Planning and preparing course outlines and lessons. Prepare daily lesson plans and use them.
- b) Teach according to the educational needs of the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and at home.
- c) Assess, record and report on the progress, development and attainment levels of students.

Other Duties

- a) Promote the general well-being and progress of individual students assigned to him/her.

- b) Provide professional, ethical and pastoral guidance, direction and advice to students on educational and social matters.
- c) Provide professional, ethical and pastoral guidance to students on their further education and future careers including information about sources of more expert advice on specific questions.
- d) Make records of and reports on the personal and social needs of students except on occasions where doing so might be regarded as compromising a teacher's own position.
- e) Communicate and consult with the parents on educational and social matters related to the students.
- f) Communicate and co-operate with such persons or bodies outside the school as may be approved by the school authority.
- g) Participate in meetings arranged for any of the purposes described above.
- h) Adopt a positive approach to all students in the school in respect of capability, behaviour and cultural diversity.
- i) Work closely with department heads in setting and updating relevant schemes of work, curriculum materials etc., including useful trips and CAL.
- j) Maintain a record of work and marks as agreed with the department head.
- k) Organize remedial sessions where necessary to meet targets.
- l) Prepare students thoroughly for good examination success, working with colleagues on strategies, targets and revision programmes.
- m) Set and mark homework following department policy. Check notebooks and return poor work.
- n) Teach a minimum of 24 periods per week.
- o) Perform any duty assigned by a senior person.

Assessments and Reports

- a) Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students except in situations where doing so might be regarded as compromising a teacher's own position.
- b) Set, mark and moderate examinations under the direction of the department head.
- c) Prepare end of term reports within the set deadlines.
- d) Participate in invigilation of exams, lesson substitution, and school duty and take on the role of a form teacher or other assignments as given by the school administration.
- e) Participate in arrangements for preparing students for external examinations and in assessing students for the purpose of such examinations.
- f) Record and report students' assessment and participate in arrangements for students' presentation for and supervision of such examinations.

Staff Professional Development/Training/Reviews/Meetings

- a) Participate, if required, in any scheme of staff development and performance review.
- b) Review from time to time his/her methods of teaching and programmes of work.
- c) Participate in arrangements for his/her further training and professional development as a teacher.
- d) Advise and co-operate with the principal and teachers on the preparation and development of courses of study, teaching materials and programmes, methods of teaching and assessment and pastoral arrangement.
- e) Participate in meetings at the school which relate to the school curriculum or the administration or organization of the school, including pastoral arrangements.

Discipline, Health and Safety

- a) Maintain good order and discipline among students in accordance with the policies of the school and safeguarding their health and safety both when they are on the school premises and in school activities elsewhere.
- b) Ensure that all reasonable safety precautions are carried out pertaining to school activities.
- c) Check student appearance and lesson attendance.

Working Time

- a) A full-time teacher shall be available for work on all school days in any year.
- b) Part-time and Temporary Teachers
- c) The foregoing terms and conditions of employment will apply to part time and temporary teachers as appropriate.

TEACHING ASSISTANT

Reports to Class teacher

A teaching assistant at Galaxy International School Uganda will be expected to perform duties outlined below.

- a) Take good care of students to avoid injuries.
- b) Follow up on students' performance to evaluate their progress.
- c) Label materials and display students' work in class.
- d) Organize and supervise games and other activities.
- e) Participate in teacher-parent conferences regarding students' progress.
- f) Make teaching aids such as cards and worksheets to support student learning.
- g) Provide extra assistance to students with special education needs.
- h) Assist librarians in the school libraries to distribute books to students.
- i) Attend staff meetings, and assist on school committees on school events.
- j) Laminate teaching resources.
- k) Monitor student use of computers in classrooms.

- l) Type and photocopy materials.
- m) Prepare materials and apparatus before the lessons begin.
- n) Guide students on using available resources.
- o) Work with children in differentiated groups.
- p) Attend to students during breaks.
- q) Support specialist teachers to teach such skills as sports, music, and Art.
- r) Ensure proper use and safety of class resources.
- s) Supervise tests, homework assignments, projects and file them accordingly after marking has been done.
- t) Guide students to master and follow rules governing them in school.
- u) Grade homework and tests, and compute results, as requested by the teachers.

SCHOOL LIBRARIAN

Reports to the Section Coordinator

- a) Responsible for the management of the library and serve as a guide and resource for student and staff and other library users.
- b) Plan, coordinate and follow up on annual purchases for the library, in consultation with staff, students and school management.
- c) Establish contacts with suppliers and reviewers of suitable written materials, computer software and web sites for use in the library and advise school management.
- d) Keep acquainted with dynamics and developments in library related Information Technology and advise the School Coordinators on their integration into the functioning of the library.
- e) Advise teachers on curriculum materials available to them and work with Heads of Department continuous upgrading of curriculum resources in library.
- f) Plan, organize and monitor training programmes for staff on the effective usage of the library.
- g) Plan, organize and execute library induction lessons/sessions for students.
- h) Liaise with the IT department in the design, allocation and installation of computer resources and network systems needed to enhance learning.
- i) Establish and implement library policies and procedures.
- j) Liaise with staff to use the library for varied educational purpose, organize in-house displays of new library acquisitions, and suppliers' exhibitions.
- k) Plan, design, develop and manage a reliable cost-effective library and information service, technology and media system to track loans of books, DVDs, CDs, etc.; library stock, frequency of borrowings by subject, student, etc.
- l) Ensure the security of library resources, follow up cases of indiscipline.

- m) Provide effective access to library collections and resources.
- n) Take stock of all library resources and be responsible for proper records and ensure maintenance of an accurate inventory of resources.
- o) Supervise the Assistant Librarians, allocating duties equitably and supervise interns from the universities.
- p) Perform original cataloguing and classification of print, audiovisual and electronic resources, special indexing systems and files for special collections and ensure efficient retrieval by users.
- q) Liaise with librarians from other leading schools to share ideas, information and experiences.
- r) Perform any other duties assigned by senior administrators.