

Upper Primary Class Teacher

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Company: Galaxy International School Uganda

Location: Kampala

Category: other-general

Requirements:

Galaxy International School Uganda is committed to safeguarding and promoting the welfare of children and young people. It is mandatory that before employment, a comprehensive background check is carried out. This will include; professional and character reference checks as well as recent criminal background checks

Job Benefits:

Net Monthly Salary after tax deduction

Health Insurance Package for self

Work permit processed and paid for by the school

Housing allowance

Sponsorship for Cambridge Professional Development courses

Contribution to National Social Security fund (refundable at the end of employment in Uganda)

Child education assistance (enrolled in GISU)

Free Snack and Lunch meals at school

Flight fee refund of up to USD 1,500

On-job training opportunities

Annual salary increment of USD 100 on renewal of the contract for the next academic year

Payment for all related employment taxes (such as PAYE and LST)

Job Description:

About Galaxy International School:

Galaxy International School Uganda (GISU) is a co-educational school in Kampala, Uganda. The school provides International Education (Cambridge International Curriculum) to students between 2.5 and 19 years of age. From Kindergarten to Year 13, students are taught using student-centered methods. Our school serves around 500 (five hundred) students from more than 40 different nations. The school has qualified and experienced staff from the UK, USA, Australia, New Zealand, South Africa, Germany, Sweden, Canada, Turkey, Kazakhstan, and East Africa.

General Statement of Duties and Responsibilities:

The Classroom 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 the community as a whole. The role of the Classroom teacher is instrumental in setting the momentum for the day ahead and ensuring a serene, focused, disciplined, and harmonious approach.

Reports to: The School Coordinator

General Duties:

Organizes and maintains the classroom environment in consideration of the health and safety standard operating procedures.

Organizes and updates the class notice boards every month (for kindergarten and primary school) in collaboration with subject teachers.

Organizes, keeps, and updates records of individual student profiles on a timely basis.

Ensures maintenance of a tidy and stimulating environment with a focus on the care of personal and school property within the classroom and school.

Organizes election of student classroom leaders.

Collects, and provides information to colleagues, parents, and management about issues affecting students.

Takes part in Student-led Conferences (SLCs), and parent-teacher conferences (PTCs) and provides a report.

Organizes class events such as picnics, trips, birthdays, competitions, and so on.

Links to Learning:

Assesses student progress through students, parents, various meetings, and reports.

Accompanies students to assembly and ensures that they enter quietly and orderly.

Encourages positive communication between home and school, whilst liaising with the section coordinator.

Plays an important role in clarifying to students the consequences of infringing the rules and regulations.

Checks personal effects such as uniform, essential equipment, topic outlines, revision topics, examination timetable, and other materials, their use, and condition.

Makes professional observations of students' behavior, appearance, friendships, or any significant changes that are likely to require action or intervention.

Helps students develop class rules and regulations, and draft a class behavioral contract.

Promotes and safeguards the welfare of the students that fall under his/her responsibility.

Extends formal and informal counseling to students and inducts new students.

Maintain and uphold school standards of punctuality, correct uniform, and appropriate dress.

Encourage the development of ideas and opinions in ways to encourage student participation in community work.

Collects and provides assessment reports for newcomers within a fortnight after admission.

Attendance and follow-up:

Monitors students' attendance records to curb truancy and tardiness.

Alert other teachers and administration on individual student lateness and patterns of absence.

Seeks audience with parents to discuss matters of tardiness and academic progress.

Teaches a maximum of 24 periods in the primary section and secondary section.

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