Job Description: Primary School Teacher

Position: This Job Description is for the position of Primary School Teacher (PST) in Khyber Pakhtunkhwa.

Subjects taught: Primary School Teachers are required to teach some or all subjects in the curriculum (Urdu, English, Islamiat, Mathematics, General Studies, General Science, Social Studies, Physical Education) in grades 1-5, as assigned by the head teacher.

Supervision: PSTs are employees of the Government of Khyber Pakhtunkhwa. Their immediate supervisors are Head Teachers in the schools where they are posted.

Hours per week: Primary school teachers are required to work a minimum of 36 hours per week. This includes a half hour break each work day and time for non-teaching duties.

Primary school teachers may be required to teach for the full school day.

Primary School Teachers must be present at school during official school hours and carrying out duties as described below (approximately 28 hours per week).

The remainder of the time is to be used for important non-teaching duties such as lesson preparation, making teaching and learning resources, marking student work and co-curricular activities.

Main Tasks and Responsibilities

Teaching and Assessing Learning
- Plan, prepare and deliver instructional activities based on the approved curriculum that facilitate student learning
- Maintain up-to-date knowledge of education in primary grades
- Develop schemes of work and lesson plans
- Select (or set) challenging learning outcomes in accordance with the curriculum for students of all backgrounds and abilities
- Communicate learning objectives outcomes to students
- Identify and select methods and instructional resources to meet students' varying needs
- Organise the classroom and instructional resources to create a positive learning environment
- Demonstrate an understanding of and take responsibility for promoting numeracy and literacy
- Set homework to consolidate and extend student knowledge and understanding
- Use an appropriate range of assessment strategies to monitor individual student progress
- Grade class work, homework and tests
- Participate in arrangements for external tests and examinations
- Provide regular and appropriate feedback on work to individual students
- Maintain accurate and complete records of individual students' progress and development
- Discuss and report on student's progress to parents

Children's well-being and school discipline
- Manage student behaviour in the classroom and in school by establishing and implementing rules and procedures
- Apply appropriate disciplinary measures where necessary
- Counsel students with academic problems
- Promote and safeguard the well-being of students and take appropriate action to raise and resolve concerns

Professional development
- Actively participate in school based Teacher Group Meetings and other professional development opportunities
- Undergo regular performance evaluation/appraisal
- Regularly reflect on the effectiveness of teaching and refine approaches where necessary responding to advice and feedback from colleagues
- Work collaboratively with colleagues, sharing ideas and resources and providing support
- Supervise and support trainee teachers and newly recruited teachers
**Other responsibilities**

- Be a positive role model and demonstrate the attitudes, values and behaviour expected of students (including high standards of attendance and punctuality)
- Organize sports and other physical education activities for children
- Organise and take part in school events and co-curricular activities, some of which may take place after school hours
- Take part in activities that promote enrolment, attendance and community participation in education
- Maintain an accurate register of student attendance
- Perform duties for absent colleagues as requested by the Head Teacher
- Any other duty assigned by the Head Teacher

**Preferred Qualifications**

There are several routes into teaching. Prospective teachers should consult current recruitment policy.