

## 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.