



JOB DESCRIPTION FOR TEACHERS

Educational Duties

Encourage and support the children so that they learn the Greek language in a loving and happy environment.

Work in partnership with parents to encourage them to support their children's learning.

Be aware of the difficulties and individual needs of the pupils and take steps to provide for them.

Ensure that Greek is the primary language used and **only** revert to the English language to clarify and explain instructions.

Provide a termly lesson plan «**Βιβλίο Ύλης**» a term in advance to the Educational Sub Committee and maintain this by recording any unplanned curriculum changes.

Attend regular meetings with the Educational Sub Committee to discuss pupils' progress and to raise any issues regarding the lessons.

Monitor the children's progress and organise two short tests per year (e.g. January & June).

Prepare half-yearly reports (February half term) «**ελέγχους**» and end of year certificates «**ελέγχους, ενδεικτικά, απολυτήρια**».

General Duties

Arrive well in advance to open the school and welcome parents and pupils.

Begin the lesson on time by encouraging the children to be organised and ready in the classroom irrespective of latecomers.

Follow the procedures set out in the Leave of Absence for Teachers policy if leave of absence is required.

Organise with the committee the time and process for opening the lending library.

Ensure the register «Παρουσιολόγιο» is kept up to date for each lesson.

Be responsible for advising the committee on books and other learning materials required during the school year or for the following year. Be responsible for the organisation of stocked learning material.

With help from the committee, organise celebrations well in advance for:

28th October, Christmas, 25th March / 1st April.

Safety

Be aware of and comply with the safety protocols and policies of the school, including:

Be responsible for the safety of children by ensuring all doors and gates are kept locked at all times.

Supervise the children during break time.

Refer to the allergies list before offering food to children and be aware of the possibility of cross contamination from other children.

Remain on the school premises until all the pupils have left; ensure the playground gate, kitchen and patio doors are locked before you leave.

If a parent fails to arrive to collect their child half an hour after the end of the lesson, and no explanation has been given, notify the designated committee members.