

KG Teacher-Areas of Responsibility

- To support the ideals and policies of the school and to implement the school's philosophy and objectives.
- To be informed about the aims and curriculum of the area in which he/she teaches.
- Keeping up to date with changes and developments in the structure of the curriculum.
- To ensure that the class rooms are attractively decorated and conducive to learning.
- Working with others to plan and coordinate work
- To keep accurate, complete records of the progress of each student.
- Discuss students' progress and concerns with Parents / Coordinator.
- To be familiar with new developments and methods in the teaching
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- To ensure appropriate behavior of students in class and around the school
- Encouraging the students to learn new things and participate in extra co-curriculum activities.
- Use computers to assist with lesson preparation, teaching and reporting.
- Develop and maintain good working habits and discipline in classrooms.
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule.
- Managing classroom activities and student behavior
- Should encourage students to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- To empower the students to prepare for assessments
- To build strong foundation for any academic stream in the student's educational and professional career.
- To have core belief of concept clarity and diligent practice.
- To efficiently meet the modules such as Concept Builder, Knowledge Builder, Speed Builder and to daily practice the assignments/ assessments as scheduled.
- Motivating pupils with enthusiastic, imaginative presentation.
- Preparing and marking work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Coordinating activities and resources within a specific area of the curriculum and supporting colleagues in the delivery of this specialist area