

Performance Charter

Lusaka International Community School
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P.O. Box 30528, Lusaka, Zambia



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E-Mail: info@lics.sch.zm
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Position:	Primary Teacher	Date:	29.06.2010
Incumbent:			
Report to:	Primary Principal		

Mission

To enable children to benefit from a broad, balanced and progressive curriculum as followed by the school.

Subjects		Required Performance
1.	Education	<ul style="list-style-type: none"> Bachelors degree and PGCE at Primary level Experience of teaching across the Primary range MA /MEd in education preferable.
2.	Available Tools	<ul style="list-style-type: none"> Computer access; internet acces to developments in their subject areas Lockable cupboard for files.
3.	Basic Functions	
3.1	Qualities	<ul style="list-style-type: none"> Senior Leadership skills (motivator, exemplary classroom practitioner). Ability to plan and co-ordinate curriculum development in a specific subject area. Proven and respectful communication skills within diverse cultural teaching staff, with students and parents. Proven skills/record in management of a department (min. 2 years) in a school ICT Literacy, good knowledge of Word, Excel, Power Point within the Microsoft Office 2007/8 Professional Package. ICDL training can be provided at LICS Knowledge of and enthusiasm for the designated subject area. Ability to run workshops for teaching staff and exemplify good practice in the classroom.
3.2	Organization	Working in close co-operation with <ul style="list-style-type: none"> Management Team (Principal, Vice Principal, Director) All staff members Parents of Students Other schools in Lusaka
3.3	Working Areas	Academic <ul style="list-style-type: none"> For each class, plan and prepare termly schemes of work and synopses in accordance with the School's curriculum and the policy on differentiated work for the range of student learning needs. Teach, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school or at home in accordance with the agreed syllabus. Set and mark homework according to the school's homework policy. Assess record and report the development, progress and attainment of students accord-ing to the school's assessment policy. Prepare, assess and invigilate students for standardized assessment test or external examination that the school requires. Ensure that the school maintains a lively, stimulating environment e.g. through regularly renewed displays of students' work. Regularly review curricula and schemes of work. Advise and co-operate with the Administration and other teachers on the preparation and development of courses of study, teaching materials and teaching programmes, methods of teaching and assessment and pastoral





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		<p>arrangements.</p> <ul style="list-style-type: none"> Supervise and, so far as is practicable, teach any students whose teacher is not available to teach them as assigned by Administration. Participate in the ordering of equipment and materials. Through differentiated work and in cooperation with the Special Educational Needs de-partment, provide a stimulating environment for all students. <p>Pastoral</p> <ul style="list-style-type: none"> Maintain good discipline within his/her own class, and in co-operation with others, the school as a whole, in order to uphold the ethos of the school. Safeguard the health and safety of the children, and promote their well-being. Register and monitor students' attendance. Promote the personal and social well-being of individual students and of any class or group of students assigned to him/her. Provide guidance and advice to pupils on educational and social matters. Make records of, and reports on, the personal and social needs of students Communicate and consult with parents, and others concerned with the welfare and progress of the children under his / her care. Participate in meetings arranged for any of the purposes described above, whether during or outside school hours. Teach elements of personal, social and health education. Attend assemblies, parent-teacher conferences, orientation evenings and events as appropriate. <p>Professional Development</p> <ul style="list-style-type: none"> Participate in the appraisal of his / her performance and that of other teachers according to the School's appraisal policy. Review regularly his / her methods of teaching. Participate in arrangements for further training and professional development as a teacher or administrator as appropriate. <p>Staff Meetings</p> <ul style="list-style-type: none"> Participate in all whole staff meetings and all meetings which relate to the teacher's professional duties whether during or outside school hours. <p>Management</p> <ul style="list-style-type: none"> Contribute as appropriate to the professional development of other teachers and non-teaching staff, including the induction of teachers new to the school. Co-ordinate or manage the work of other teachers, assistant teachers or non-teaching staff when required.
3.4	Assessed Performance	<ul style="list-style-type: none"> Appraisal after probationary period of 3 months and at the end of two years. Informal feedback from staff, parents, students and other stakeholders. Improvements in subject area according to School Development Plan.
4.	Special Tasks/Goals	<ul style="list-style-type: none"> To ensure that all the children in their assigned class follow the same curriculum as the parallel class. To ensure progress in preparation for the next phase of the curriculum.
5.	Enclosure	<ul style="list-style-type: none"> Organogram





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6.	Comments
	<ul style="list-style-type: none"> • Proven ability to write progress reports on students. • Should be committed to keeping up to date with educational developments. • Excellent inter-personal skills and a proven team player.

