

**The European School LTD is pleased to announce the opening
for an International Baccalaureate Primary Years Programme Homeroom Teacher**

The Purpose of the Position: teaching in PYP and under her/his competence, fulfilling the goals set forth in the unit planner.

Duties and Responsibilities

- Through transdisciplinary teaching methods, planning and directing educational process in accordance with the objectives and goals set forth in the curriculum; creating a safe and student-oriented learning environment under her/his competence;
- Planning and conducting classes;
- Effective implementation of the classroom management;
- Applying relevant educational program methods; selecting educational program methods based on students' age and individual characteristics, and providing them with necessary resources to direct the educational process;
- Ensuring student's motivation and involvement; providing an immediate response in case of a problem/setback and informing the homeroom teacher, Head of the Department, parent, or any other relevant person;
- Creating final, diagnostic and other types of tests to assess students' knowledge; analyzing and reflecting on the results of the test, providing students with timely and constructive feedback and planning relevant activities; storing students' tests/work in accordance with the rules provided by the school;
- Monitoring the fulfillment of goals set forth in the educational program/syllabus and providing a timely response in case of a setback;
- Providing additional classes for students when necessary;
- Selecting and approving additional books and literature, and providing them to students in a timely manner, if necessary;
- Planning, conducting and applying extracurricular activities to support the course envisaged by the syllabus;
- Preparing relevant reports for parent-teacher conferences; attending parent-teacher conferences; if necessary, discussing each student's academic progress with parents;
- Updating electronic journal; uploading homework, providing daily reports about each student if necessary; taking attendance;
- Informing the Coordinator about the direction and fulfillment of the curriculum;
- Active engagement in the activities of the Department; getting acquainted with innovative professional developments and adopting them;
- Providing the coordinator with a report on the work conducted;
- Putting together a subject portfolio;
- Under her/his competence, ensuring students' safety; informing students about their rights;
- Fulfilling other tasks under her/his competence assigned by the immediate supervisor.

Qualification:

Education

- Bachelor's degree in Pedagogy is preferable

Experience

- At least 2 years of teaching experience

Knowledge, skills, and abilities

- Law of Georgia on General Education
- Curriculum development knowledge
- Professional standards for teachers
- Convention on the Rights of the Child
- Knowledge of the IB Philosophy
- Knowledge of the IB methods and techniques
- Excellent command of English Language (At Least B2)
- Knowledge of an additional foreign language is preferable

Computer Skills

- MS Office, Outlook

Personal Skills

- Communicative
- Organized
- Punctual
- Detail-oriented
- Creative
- Readiness for professional development
- Stress management
- Team skills

If you are interested in this position, please send your resume (CV) at: vacancy@europeanschool.ge till 30.11.2019. Please, indicate in the subject line the position you are applying for, otherwise your resume will not be considered.

By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.