



The European School LTD is pleased to announce the opening For an International Baccalaureate Primary Years Program Teacher

The Purpose of the Position: Management of teaching and organizational processes in the PYP tutoring class.

Duties and Responsibilities:

- Planning the teaching process at the beginning of the school year; Preparing a detailed plan at the beginning of the semester and submitting a report for the implementation of the plan at the end of the semester;
- Managing the teaching process of the PYP tutoring class; Immediate response in case of any delay / problem;
- Ensuring the involvement of students in public activities and school life;
- Ensuring students' motivation and involvement; providing an immediate response in case of a problem/setback and informing Head of the Department, parent, or any other relevant person;
- Conducting class hours and informing students about school news, regulations, rules and their rights;
- Providing students with the learning resources needed for the learning process; Timely response to any problem;
- Maintaining a Homeroom Teacher Portfolio;
- Planning, conducting and applying extracurricular activities as envisaged;
- Organizing parent-teacher conferences, preparing reports for meetings; if necessary, discussing each student's academic progress with parents;
- Monitoring/updating students' assessments in the electronic journal and entering the required information;
- Ensuring student's safety within the scope of competence;
- Informing the Head of the IB PYP about the direction and fulfillment of the curriculum;
- Fulfilling other tasks under her competence assigned by the immediate supervisor.

Qualification:

Education

- Bachelor's Degree, Pedagogical sciences is preferable;
- IB trainings are preferable – Action in PYP; class planning.

Experience

- Pedagogical experience is preferable.

Knowledge, skills, and abilities

- Law of Georgia on General Education
- Professional standards for teachers
- Convention on the Rights of the Child
- Comprehensive knowledge of the IB Philosophy
- Knowledge of the IB methods and techniques
- Knowledge of an additional foreign language is preferable.

Computer Skills

- MS Office, Outlook



Personal Skills

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

If you are interested in this position, please send your resume (CV) at: vacancy@europeanschool.ge till 1st December, 2021. 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.