

3. JOB TITLE: TEACHER OF MATHEMATICS

REPORTS TO: Assistant Head of Institute

JOB PURPOSE

Prepare and deliver instructional activities that facilitate active learning of Mathematics and generally equips and prepares the students for the world of work.

Key Responsibilities

- Establish and communicate clear objectives for all learning activities and communicate it to students.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Support students through counseling with academic problems and encouragement and mentoring.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations.
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- Maintain accurate and complete records of students' progress and development.
- Complete term reports on students as well as reports on other activities required by management.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Enforce all administration policies and rules governing students.

- Observe and evaluate students' performance, behavior, social development, and physical health.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of school.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Protect students from all forms of abuse.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of school programs such as:
 - Safeguarding
 - Gender programming
 - Community project
 - School to work transitions
 - Workplace experience
- Agree performance objectives and targets with the Director of Studies at the beginning of every academic year and prepare self-assessments for performance appraisals.
- Perform any other duties that may be assigned from time to time.

Qualifications and Experience

Teacher of Mathematics

- A Bachelors' degree with a specialization in Mathematics, from an accredited institution of higher learning.
- Meet professional teacher education requirements of a good school.
- Single subject teaching credential or having taught a specialized subject over a period of time.
- The ideal candidate would have prior experience working with young adults and must have strong teaching and behavior management skills.
- Proficiency in the use of ICT in an educational setting.

- Conversant with CBT Assessment
- Conversant with Technical Vocational Curriculum and Requirements

Key Competencies

- Self-motivation, high energy level, good verbal and written communication skills.
- High work standards, problem solving skills.