

JOB DESCRIPTION: ELEMENTARY SCHOOL PERMANENT SUBSTITUTE TEACHER

Campus	Johannesburg
Direct Supervisor	Elementary School Principal
Starting Date	1 August 2015

Position Overview

Provide classroom coverage as assigned when the regular teachers are absent. The permanent substitute must be confident teaching a wide range of developmental age groups from Pre-Kindergarten through Grade 5.

Qualifications

- Current teaching certification appropriate to elementary school
- A minimum of an undergraduate degree in Education or a relevant subject

Preferred Skills and Experience

- Flexible and willing to adapt to change at short notice
- Ability to teach day to day assignments or longer term positions such as maternity leave or long term illness
- Uses initiative to solve problems when they arise and is willing to make decisions based on the best interest of students
- Experience in curriculum and assessment development
- Recent and relevant professional development
- Previous elementary school teaching experience
- Ability to communicate well with elementary school students
- A strong ability to communicate with parents, while understanding the approach to communication may vary according to the developmental needs of students within the grade level being taught.
- Willingness to help supervise extra-curricular activities
- A positive attitude, with a strong sense of humor. Wants to be part of a close community and able to contribute in positive ways to the culture of the school.

- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and which develop a sense of classroom community and trust
- A solid understanding of elementary school organization, programs and students
- A proven ability to differentiate instruction and integrate learning
- Ability to quickly adjust to different specialist subjects (Art, PE, Music, Spanish) and grade levels. Can take over classes with little advance notice. Improvises lessons in emergency situations where the teacher is unable to provide lesson plans.

General Subject Responsibilities

The Permanent Substitute may be required to cover a class each teaching block on some days. If no coverage is needed for any of the blocks, the Permanent Substitute will assist other classroom teachers to help students with their class assignments.

General Teaching Responsibilities

The Elementary School Permanent Substitute is an integral part of the instructional staff and is expected to assume the same responsibilities as the regular classroom teachers. These responsibilities include:

- Communicating and liaising on a regular basis with other teachers with regard to planning, assessment, parent and community contact, grade level planning meetings
- Following through with classroom issues such as discipline, expectations and routines. Communicates with parents when issues arise and as appropriate. Communicates with administrators or Team Coordinators when issues arise.
- Communicating and liaising with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Taking an active role in behavioral management
- Attending and constructively contributing in staff meetings and professional development activities
- Assisting in supervision during student breaks
- Coordinating co-curricular class activities
- Maintaining up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents, as necessary
- Establishing links with the parent community to ensure that parents are kept well informed about student progress
- Assisting, as required, in the development of curricular materials
- Participating in and assisting with school events as required
- Perform Ad Hoc duties that are not listed above
- Teach in a manner that supports the mission and vision statement of the school

School Hours 7:10 am to 3:30 pm Mondays, Tuesdays, Thursdays, Fridays and
 7:10 am to 4:00 pm on Wednesdays

Contact For more information contact the Elementary School Principal, Mr. Ben Hart,
 at recruitment@aisj-jhb.com