

# Akal Academy, Baru Sahib

Cambridge International School

## Job Description and Responsibilities

### English Teacher (IGCSE/AS Level)

#### Job Description and responsibilities:

- Plan, organize, and provide instruction in English that are aligned with Cambridge curriculum and school standards to meet the varied learning styles, abilities, and needs of students.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Address all aspects of communication through appropriate instruction that develops each student's knowledge and abilities in appropriate grade levels and subjects.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Oversee assigned out-of-classroom activities during the school day, as needed.
- Perform other duties assigned by the Administration.

#### Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE/AS level.

#### Minimum Education Requirements

Master's Degree in English.

# Mathematics Teacher (Lower Secondary/IGCSE)

## Job Description and responsibilities:

As a Math Teacher, you will be responsible for planning and teaching math lessons to all the grade levels. You will also be responsible for performing tasks according to our curriculum. You should be helping students in developing interest in the subject- Mathematics.

- Preparing Mathematics lesson plans as per the grade levels.
- Explaining mathematical concepts in easy and understandable terms to the students.
- Using real-life examples to teach geometrical concepts.
- Developing students' interest in Mathematics.
- Planning and creating teaching materials.
- Have an outstanding knowledge of mathematical formulas and concepts
- Giving projects and assignments to the students.
- Organizing a surprise test in the classroom.
- Correcting the test papers and grading them.
- Facilitating classroom discussions on various topics.
- Attending parent-teacher conferences/PTMs.
- Distributing learning materials to the students.
- Providing additional teaching support for slow learners.
- Building a strong relationship with the students.
- Collaborating with the teachers and other members of the school community.
- Solving various Mathematical problems in the classroom.
- Reporting student progress in the subject.
- Performing other administrative tasks around the school.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Oversee assigned out-of-classroom activities during the school day, as needed.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at Lower Secondary/IGCSE level.

## Minimum Education Requirements

Master's Degree in Mathematics.

# Physics Teacher (IGCSE/AS&A Level)

## Job Description and responsibilities:

Subject teachers are responsible for maximizing the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department. Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught

- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs
- Promote high standards of behavior by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Promote high standards of organization
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Maintain materials and resources as needed
- Plan and create teaching materials
- Assign projects to enhance research and inquiry.
- Collaborate with the teachers and other members of the school community.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE /AS or A level.

## Minimum Education Requirements

Master's Degree in Physics.

# Chemistry Teacher (IGCSE/AS&A Level)

## Job Description and responsibilities:

Subject teachers are responsible for maximizing the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department. Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught

- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs
- Promote high standards of behavior by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Promote high standards of organization
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Maintain materials and resources as needed
- Plan and create teaching materials
- Assign projects to enhance research and inquiry.
- Collaborate with the teachers and other members of the school community.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE /AS or A level.

## Minimum Education Requirements

Master's Degree in Chemistry.

# Biology Teacher (IGCSE/AS&A Level)

## Job Description and responsibilities:

Subject teachers are responsible for maximizing the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department. Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught

- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs
- Promote high standards of behavior by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Promote high standards of organization
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Maintain materials and resources as needed
- Plan and create teaching materials
- Assign projects to enhance research and inquiry.
- Collaborate with the teachers and other members of the school community.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE /AS or A level.

## Minimum Education Requirements

Master's Degree in Biology.

# Business Studies Teacher (IGCSE)

## Job Description and responsibilities:

Subject teachers are responsible for maximizing the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department.

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Deliver personalized lessons to fit students' needs and abilities.
- Assign and assess students' coursework, assignments, projects and presentations.
- Prepare periodic progress reports and conduct detailed feedback sessions with parents.
- Write, produce or record videos for lessons, students' progress feedback and other related contents as required.
- Work collaboratively with management and other teachers to plan student activities and projects.
- Familiar with the IGCSE syllabus, exam format, and marking scheme.
- Teaching skills beyond IGCSE subjects i.e., Financial literacy, debates, forums, literature, arts etc.
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behavior by encouraging a positive, proactive approach to study and build productive relationships with students
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Collaborate with the teachers and other members of the school community.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE level.

## Minimum Education Requirements

Master's Degree in Business Studies.

# Hindi Teacher (Lower Secondary/IGCSE)

## Job Description and responsibilities:

- Plan, organize, and provide instruction in Hindi that are aligned with Cambridge curriculum and school standards to meet the varied learning styles, abilities, and needs of students.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Address all aspects of communication through appropriate instruction that develops each student's knowledge and abilities in appropriate grade levels and subjects.
- Administer academic assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in knowledge acquisition.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Organize subject enrichment programs and ensure participation in the mandatory Professional Development as per the requirement of the program.
- Oversee assigned out-of-classroom activities during the school day, as needed.
- Conduct various programs like seminars, elocution, essay writing, quizzes, debates, group discussions, theatre and drama to encourage students the use of language skills
- Engage students with the live role plays for active learning
- Evaluate the students' knowledge through various exams like tests, assessments and assignments as per the curriculum requirements.
- Participate in conferences, seminars, workshops, staff meetings, continuing professional development program and any other school events.
- Perform other duties assigned by the Administration.

## Minimum Requirements

Three Years' Teaching Experience in any Cambridge International School at IGCSE level.

## Minimum Education Requirements

Master's Degree in Hindi.