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**TEACHER**

**JOB POSITION DESCRIPTION**

**FOR FULL-TIME EMPLOYEES**

The duties and responsibilities of a Teacher shall include the following:

**Overall Functions**

• To teach and educate students according to guidelines provided by the MINIBOSS BUSINESS SCHOOL International Curriculum Framework under the overall guidance of the competent education authority;

• To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit;

• To Sell educational services by implementing the basic marketing strategies of the school: presentations at schools for children and parents, meetings with entrepreneurs, interviews with potential students and parents for final enrollment in the school, post-sales service for phoning customers, creating articles on the website and in SMM, organizing the practicing for students who missed lessons.

**Main Responsibilities**

• Planning, preparing and delivering lessons to all students in the class by the MINIBOSS BUSINESS SCHOOL International Curriculum Training Manuals;

• Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;

• Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;

• Assigning work carried out by his/her students;

• Reporting on the development, progress, attainment and behaviour of one’s students;

• Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;

• Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;

• Communicating, consulting and co-operating with the managers of MINIBOSS Head Office and other members of your school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;

• Reviewing and evaluating one’s own teaching and learning strategies, methodologies and programme/s in line with the MINIBOSS BUSINESS SCHOOL International Curriculum guidelines;

• Advising and co-operating with the Head of School, Assistant Head, Heads of Department, Education Officers, Entrepreneurs and others in the preparation and development of Masster Classes, Startup Forums, SNCC;

• Participating in In-Service education and training courses as well as in continuing professional development opportunities, and taking part in action research exercises;

• Maintaining good order and discipline amongst students under one’s care and safeguarding their health and safety at all times;

• Participating in staff, group or other meetings related to the school curriculum for the better organization of MINIBOSS BUSINESS SCHOOL Calendar Plan Activities;

• Contributing to the annual professional development of new teachers and student teachers according to arrangements agreed with the MINIBOSS Head Office;

• Participating in all school activities;

• Registering and monitoring the attendance of students under one’s care;

• Sharing in any possible and reasonable way in the effective management, organization, order and discipline of the school;

• Nurtures a culture where teachers view themselves essentially as facilitators of learning, reflective practitioners and sellers-entrepreneurs;

• Regularly discussing, monitoring the work being carried out by the LSA in class;

• Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons;

• At the secondary level, teachers shall be expected to teach students of different levels of achievement. Such teachers will preferably teach not more than two levels unless special circumstances warrant otherwise;

• Encouraging participation in global MINIBOSS events and other projects in accordance with the targets and as agreed with the Senior Management Team.

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| POTENCIAL TEACHER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FRANCHISEE  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |