

Job Description: PSC Teacher



Job Identification

Post Title	PSC Teacher	Reports To	PSC Principal
Work Base	Pokhara	Grade	N/A
Responsible For	Students and teacher assistant		
	Area: Education		
	Budget: PSC Budget		
Work Relationship	Internal: PSC staff and pupils		
	External: Parents		
Job Summary	To ensure children at PSC have access to appropriate education for eventual return to their own country. To oversee teaching and learning in an international classroom including all key learning areas from the UK curriculum. To implement an effective programme adhering to the policies of PSC. To provide a safe and secure environment for the children in which they can grow academically, socially, emotionally and spiritually.		

Major Duties and Responsibilities:

1. Provision of International Standard Education

- Ensure international curricula are adopted and implemented
- Ensure the education is properly planned and delivered (maintain planning records)
- Deliver education to the students as capacity allows
- Evaluate and record each child's progress and attainment and keep parents informed of this
- Assess the resources needed to teach the programme and in liaison with the other staff, acquire them
- Adhere to the policies of PSC in the daily teaching of the children

2. Other Duties

- Perform extra-curricular and co-curricular functions as assigned.
- Attend parent/teacher interviews and meetings.
- Conduct assemblies as required.
- Perform playground and supervision duties.
- Attend special school events outside of school hours
- Ensure high standards of safety for the students
- Attend professional development sessions

3. Fostering Good School Ethos

- Ensure there is a good school ethos in line with INF's values
- Encourage and model PSC's values: RICE (Responsibility, Integrity, Community and Excellence)
- Communicate well with Principal, staff and students

Standards

- To demonstrate and actively follow the values of INF in all aspects of work and service
- To be a model to others in work and as a person. This will be seen in, for example, quality of work, justice and fairness, timekeeping, co-operation with others, relationship with staff, students and community members, attitude towards INF, its programmes and in general behavior in and out of work
- To be honest in all matters (e.g. financial, timekeeping) and promote honesty. Financial honesty includes not seeking or obtaining financial advantage for him/herself or others through his/her work with INF other than benefits according to the Employment Manual
- To keep confidential information acquired in the course of work, especially those matters relating to people (staff, parents or others) and as directed by the Principal.
- To build good public relations with those outside the organisation, aiming to emphasise the aims and priorities of INF/N (or INF/I as appropriate) and create a good image.
- Candidates need clearance to work with children from the police authorities in their home country

Conditions

The post holder will be a volunteer, providing a broad and deep level of expertise to the work s/he is involved in, at no cost to INFI or any partner (as s/he receives no salary). This means that each post holder is required to find all their own and family's costs for living expenses, for their international travel, their language study and their children's education.

The post holder is also required to pay a secondee contribution to the organisation, and seek to raise funds for the work they are involved in.

When working in the programme s/he will work in accordance with the same employment policies as national staff, with the exception of financial benefits.

The post holder will be given a renewable contract of up to 3 years.

Person Specification

Attribute	Essential / Required	Desirable / Preferred
Educational qualifications / training	Masters degree in Education Some cross-cultural mission training	
Experience	5 years teaching experience Experience in working with a range of cultural/ethnic backgrounds and teaching children for whom English is not a first language Experience of working with a range of ages from 4-13 years	Teaching in an Asian context

<p>Skills / Abilities</p>	<p>Ability to work co-operatively in a team in a small school situation</p> <p>Ability to work with children from a wide variety of backgrounds and to relate well to their families</p> <p>Able to prioritise and identify objectives realistic to the context</p> <p>Self-motivated and able to work under limited supervision</p> <p>Developed skills in listening, understanding, influencing, communicating and negotiating</p> <p>Able to demonstrate an understanding of mission, particularly in a cross-cultural context</p> <p>Able to think creatively and contribute constructively to the development of Nepali staff</p> <p>An ability to work within a complex culture and hierarchy</p> <p>Flexibility and stamina to cope with a constantly changing school environment</p> <p>Ability to work under difficult conditions</p> <p>Good IT skills including an ability to teach online</p> <p>Excellent command of written and spoken English.</p> <p>Excellent organisational and administration skills.</p>	<p>Able to understand and interpret different cultural values and relate accordingly</p> <p>An ability to adapt to an environment where they may have limited linguistic/cultural understanding</p>
<p>Values & Personal Qualities</p>	<p>Mature Christian with learning heart and a commitment to personal discipleship</p> <p>Able to demonstrate an enthusiasm for being part of God's mission</p> <p>Able to demonstrate INF values in their own life in a challenging and complex professional context.</p> <p>A desire to learn from the values of national colleagues</p> <p>A commitment to invest in building relationships appropriate to their role, nationality and gender</p>	<p>Able to articulate a call from God to this work</p>

Created by: PSC Board (2017)

Adapted by L Hayes (2021)