



JOB AND ROLE DESCRIPTION

Job Title	Greek community school teacher
Accountability	School head-teacher
Location	Djanogly City Academy Sherwood Rise, Nottingham Road Nottingham, NG77AR
Brief Description	To teach the Greek language, history and culture to Greek school classes.
Duties and Responsibilities	<ol style="list-style-type: none">1. Planning and preparing course according to the curriculum defined by:<ol style="list-style-type: none">a. the Greek Ministry of Education for ages 5-12, andb. the British National curriculum for Modern Foreign Languages for ages 13-17 (GCSE, As Level and A level in Modern Greek).2. Planning and preparing weekly lessons including prepared supporting material (worksheets, handouts).3. Teaching<ul style="list-style-type: none">❖ Examining and correcting homework.❖ Delivering new lesson including grammar, syntax, and vocabulary but also cultural, social and religious matters.❖ Guiding pupils to understand new material with examples and exercises.4. Assessing pupils by creating and marking assessment tests. Providing feedback on assessments.5. Recording pupils' development and progress, based on both assessments and classroom performance.6. Communicating and consulting with parents/carers.7. Reviewing methods of teaching and programmes of work and adjusting to better fit the circumstances.8. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.9. Participating in school meetings.10. Participating in arrangements for preparing students for external examinations.11. Participating in administrative and organisational tasks.12. Participating in the organisation of the School's celebrations and cultural events.13. Attending assemblies, registering the attendance of pupils and supervising pupils.
Hours of work	5.5 hours per week (in total: 37 weeks per academic year)
Rate of pay	£ 50 per week