Job Description

Job Title: Tansen Tutorial Group teacher	Reports to: TTG Management Committee and UMN Personnel Dept	Location: Tansen

Objective of the Job: To provide good quality education to the expatriate children of parents associated with the work of Tansen Mission Hospital.

Areas of Responsibility	Decision Making	Qualification & Experience
• To provide a secure, happy environment where children can learn and fulfil their potential academically, socially and spiritually. • To teach the children in the Tutorial Group in English medium • To arrange the teaching timetable and day to day running of the school • With Management Committee approval purchase material either in Nepal or from abroad. • To maintain an up to date file of student records as explained in the UMN Tutorial Group Curriculum • To give a written report of each child twice yearly • To give a written report for any child leaving the Tutorial Group to go to another Tutorial Group or school. • To arrange consultations for parents, preferably once a term • To direct the work of the local staff eg cleaner • To invite suitable and willing personnel to act as volunteer teacher aids when necessary and possible, working under the direction of the teacher and with the approval of the Management Committee • Arranges the repair and maintenance of school premises in consultation with the Management Committee	• Be part of the Management Committee's decisions about the management of the school. • Promote the best education options for each child • Make decisions about suitable text books and teaching materials to meet the needs of the UMN Tutorial Group Curriculum and the individual needs of the children	• Teaching qualification • Experience in primary education • Some computer expertise
	Dimensions	**Skills, Attitudes, Behaviours**
	• Member of the Expatriate Children's Education Team • To comply with the UMN Tutorial Group Policy handbook in the areas which are still applicable • Report to the Management Committee AGM and send a copy to the UMN Education Coordinator	• Good interpersonal skills • Flexibility • Willing to serve • Ability to cope with a difficult security situation

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