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## Job Description: Secondary School Teacher

**Job Title:** Secondary School Teacher  
**Reports To:** School Principal and Academic Coordinator  
**Location:** Josephian Secondary School, Dar es Salaam, Tanzania

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### Job Summary:

At Josephian Secondary School, the Secondary School Teacher plays a vital role in shaping the intellectual, moral, and social development of students. The teacher will deliver subject-specific content to students in Forms I-IV, in alignment with the national curriculum and the school's values of **character building, skill building, meta-learning, and inclusivity**. The ideal candidate will be a lifelong learner, progressive thinker, and role model who inspires young adults to become successful, contributing members of their community.

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### Key Responsibilities:

#### Teaching and Learning:

1. Plan, prepare, and deliver engaging lessons in accordance with the national curriculum and the values of Josephian Secondary School.
2. Use a variety of progressive teaching strategies to cater to diverse learning styles, emphasizing critical thinking and practical application.
3. Incorporate technology and innovative methods into teaching to foster a dynamic and interactive classroom environment.
4. Design and administer assessments to evaluate student understanding, providing constructive feedback to support continuous improvement.
5. Foster a classroom culture that promotes inquiry, collaboration, and respect for diverse perspectives.

#### Student Development and Mentorship:

6. Serve as a mentor and moral guide, inspiring students to develop strong character, resilience, and social responsibility.
7. Identify individual student needs and provide tailored support to help them achieve their academic and personal goals.
8. Collaborate with parents, counselors, and other staff to support student development.





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### Curriculum and Program Development:

9. Actively participate in the development and enhancement of subject-specific and interdisciplinary curricula.
10. Align lesson plans with the school's focus on meta-learning, incorporating self-awareness, adaptability, and lifelong learning strategies.

### Professional Development and Collaboration:

11. Engage in continuous professional development to stay current with educational trends and innovations.
12. Participate in peer observations, departmental meetings, and school-wide initiatives to foster a culture of collaboration.

### Community Engagement:

13. Organize and participate in extracurricular activities, events, and community service projects that enrich the student experience.
14. Build relationships with parents and the wider school community to create a supportive and inclusive environment.

### Administrative Duties:

15. Maintain accurate records of student attendance, performance, and behavior.
  16. Prepare reports and participate in parent-teacher meetings to discuss student progress and areas for improvement.
  17. Ensure compliance with all school policies, procedures, and national educational standards.
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### Technical Competencies:

1. **Subject Mastery:**
  - Deep knowledge of the assigned subject area(s) and the ability to connect concepts to real-world applications.
2. **Instructional Design:**
  - Proficiency in creating differentiated lesson plans that address various learning needs and abilities.
3. **Assessment Proficiency:**
  - Ability to design, administer, and interpret formative and summative assessments effectively.





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4. **Technology Integration:**
    - Familiarity with educational tools, software, and platforms such as Google Classroom, interactive whiteboards, and digital simulations.
  5. **Communication:**
    - Strong verbal and written communication skills to effectively interact with students, parents, and colleagues.
  6. **Classroom Management:**
    - Expertise in creating a structured yet flexible environment that maximizes learning and minimizes disruptions.
  7. **Data-Driven Decision-Making:**
    - Competence in using student performance data to inform instruction and identify areas for intervention.
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### Personal Attributes:

- **Lifelong Learner:** Committed to personal and professional growth to model a love for learning to students.
  - **Progressive Thinker:** Embraces innovation and adapts to changes in educational practices.
  - **Inspiring Role Model:** Exhibits integrity, empathy, and resilience, motivating students to emulate these qualities.
  - **Collaborative Team Player:** Works effectively with colleagues and contributes to a positive school culture.
  - **Culturally Sensitive:** Promotes inclusivity and celebrates diversity in the classroom.
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### Qualifications and Experience:

1. **Educational Background:**
  - Bachelor's degree in Education or a related field.
  - Specialized training or certification in the assigned subject area(s) is preferred.
2. **Professional Experience:**
  - Minimum of 2 years of teaching experience in a secondary school setting.
  - Experience with curriculum development and progressive educational methodologies is an advantage.
3. **Language Proficiency:**
  - Fluency in English is mandatory; proficiency in Swahili is an added advantage.





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## Key Performance Indicators (KPIs):

1. **Student Achievement:** Consistently meets or exceeds benchmarks for student performance in the assigned subject(s).
  2. **Engagement:** Demonstrates high levels of student participation and enthusiasm in lessons.
  3. **Innovation:** Successfully implements at least two new teaching strategies or tools annually.
  4. **Professional Growth:** Completes required professional development hours and applies learned skills effectively.
  5. **Community Impact:** Actively contributes to school events, extracurricular activities, and community projects.
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## Work Schedule:

- Monday to Friday, 7:30 am to 4:00 pm, with additional hours for school events and extracurricular activities as required.