



# 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;

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- Providing guidance and advice to students on educational and social matters and on their further education and future careers;
- Communicating, consulting and co-operating with the managers of MINIBOSS Head Office, other members of your school staff and parents/guardians to ensure the best interest of students;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and Programme in line with the MINIBOSS BUSINESS SCHOOL International Curriculum guidelines;
- Advising and co-operating with the Head of School, Assistant Head, Entrepreneurs and others in the preparation of Master Classes, Startup Forums and Startup World Cup Championship (SWCC);
- 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 MINIBOSS plans;
- Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons;
- 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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