

## JOB DESCRIPTION

### PRIMARY TEACHER (PRT) – MATHEMATICS

#### Position

Primary Teacher – Mathematics (PRT)

#### Reporting To

Primary Coordinator / Head of Department / Principal

#### Job Purpose

To create a joyful, engaging and child-centred Mathematics learning environment that develops strong foundational numeracy, logical thinking, problem-solving skills and confidence among primary school students.

#### Key Responsibilities

##### 1. Teaching & Learning

- Plan and deliver engaging Mathematics lessons for primary classes as per the prescribed curriculum.
- Build strong foundational concepts in number sense, operations, measurement, geometry, patterns, fractions, time and money.
- Use age-appropriate, activity-based and experiential teaching methodologies.
- Connect mathematical concepts with real-life situations and everyday experiences.
- Encourage students to understand concepts rather than merely memorise procedures.
- Develop logical reasoning, mental mathematics and problem-solving skills.
- Use concrete materials, manipulatives, games, puzzles and classroom activities to make Mathematics enjoyable.

##### 2. Lesson Planning

- Prepare effective lesson plans with clearly defined learning outcomes.
- Incorporate NEP-aligned, competency-based and experiential learning approaches.
- Use differentiated strategies to cater to different learning levels.
- Prepare worksheets, activities, projects and enrichment material.
- Integrate appropriate digital resources and smart-class technology into teaching.

##### 3. Assessment & Progress Tracking

- Conduct regular formative assessments, classwork, quizzes and competency-based assessments.
- Identify learning gaps at an early stage.
- Provide appropriate remedial support to learners who need additional assistance.
- Provide enrichment activities to students who demonstrate advanced mathematical ability.
- Maintain accurate records of student performance and progress.
- Provide constructive feedback to students and parents.

##### 4. Classroom Management

- Create a safe, positive, inclusive and stimulating classroom environment.
- Establish age-appropriate classroom routines and discipline.
- Encourage active participation and questioning.
- Develop students' confidence and reduce fear or anxiety related to Mathematics.
- Promote teamwork, cooperation, curiosity and independent learning.

##### 5. Student Development

- Develop numeracy, reasoning, critical thinking and problem-solving abilities.
- Encourage participation in Mathematics quizzes, Olympiads, puzzles and school-level competitions.
- Support students in developing mathematical vocabulary and communication skills.
- Recognise individual learning needs and provide appropriate guidance.
- Foster creativity through mathematical games, puzzles and hands-on activities.

##### 6. Parent Communication

- Maintain regular and professional communication with parents regarding student progress.
- Participate actively in Parent-Teacher Meetings.
- Explain areas of strength and improvement and suggest appropriate support strategies.
- Address parent concerns professionally and constructively.