

Position Title: Primary Homeroom Teacher in the English Section
Reports to: Head of Department/Head of School
Location: Better Living Subdivision, Parañaque City, Metro Manila, Philippines
Employment Type: Full-Time

To start on 1 August 2026

Job Overview:

The Homeroom Teacher (HRT) plays a crucial role in guiding and supporting students' academic and personal development within the classroom. The primary responsibility is to create a positive learning environment, fostering the intellectual and social growth of students. The Homeroom Teacher will also serve as the primary point of contact between the school and parents, ensuring clear communication and collaboration.

Key Responsibilities:

Classroom Management:

- Establish and maintain a positive and respectful classroom environment.
- Implement classroom rules and procedures that promote a safe and productive learning environment.
- Manage classroom behavior in a manner that is consistent with the school's policies and promotes self-discipline among students.

Instructional Duties:

- Develop and deliver engaging lessons that meet the curriculum standards and cater to the diverse learning needs of students.
- Utilize a variety of teaching methods and materials to accommodate different learning styles.
- Assess and evaluate students' academic progress through assignments, tests, and projects.
- Provide timely and constructive feedback to students to support their academic growth.
- Prepare lesson plans and instructional materials as required

Student Support:

- Act as a mentor and guide for students, providing support and guidance for academic, social, and emotional challenges.
- Monitor students' overall well-being and address any concerns in collaboration with school counselors and administrators.
- Facilitate a homeroom period that includes activities promoting student engagement, character development, and community building.

Communication:

- Serve as the primary liaison between the school and parents, keeping them informed about students' progress, behavior, and any concerns.

- Organize and conduct parent-teacher conferences to discuss students' academic and personal development.
- Maintain accurate records of student attendance, grades, and behavior, and communicate any concerns to parents and administrators promptly.

Collaboration:

- Work collaboratively with other teachers, administrators, and staff to create a cohesive and supportive learning environment.
- Participate in faculty meetings, professional development sessions, and school events as required.
- Contribute to the development and implementation of school-wide initiatives and programs.

Additional Responsibilities:

- Plan and supervise homeroom-related activities, field trips, and school events.
- Support the school's mission and vision through active participation in school life and adherence to school policies.
- Perform other duties as assigned by the school administration.

Qualifications & Experience:

- Bachelor's degree in Education or a related field.
- Valid teaching certification/license.
- Proven experience as a classroom teacher, preferably in a homeroom or primary school setting.
- Strong classroom management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with colleagues, parents, and students.
- Commitment to ongoing professional development and staying current with educational best practices.
- Prior IB/PYP experience is a MUST

Working Conditions:

- Full-time teaching position with standard school hours
- Participation in school events, meetings, and extracurricular activities as required.
- Occasional supervision of off-campus activities and community service projects

Contact:

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