



Job Description - Primary Teacher 2018/19

Main Duties

Teachers need to demonstrate the skills and experience necessary to provide educational leadership within the school. They play a key part in raising teaching and learning standards through the quality of their own teaching and by supporting the professional development of their colleagues.

Curriculum

- To plan, prepare and deliver schemes of work in accordance with the academic programmes set out by the School.
- To maintain a working knowledge of the English National Curriculum documents.
- To maintain records of pupils' progress including all statutory documents required by the UK Department for Education and Brazilian Ministry.
- To write reports to parents as and when required and conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning in line with the school's detailed display and classroom organisation policies.
- To monitor progress and effectiveness of class work and to evaluate and modify as necessary.
- To seek out, plan and organise enrichment opportunities for students through visits, trips and where applicable, residential.

Teaching and managing pupil learning

- Demonstrate an excellent ability to teach, manage pupils and maintain discipline in line with school policies. Understand and use the most effective teaching methods to achieve the teaching objectives in hand.
- Display flair and creativity in engaging, enthusing and challenging groups of pupils.
- Use questioning and explanation skillfully to secure maximum progress.
- Quickly understand pupils' perceptions and misconceptions from their questions and responses.
- Provide positive and targeted support for pupils who have special educational needs, are very able, lack confidence, have behavioural difficulties or are disaffected.
- Maintain respect and discipline and be consistent and fair.
- Plan lessons that show progression.

Pastoral

- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- Comply and assist with the implementation of any rules and regulations, which the school may from time to time issue to ensure the efficient operation of the school and the welfare and interests of its students and employees.
- To liaise with other agencies e.g. school nurse, EAL department, SEN department as required.

Assessment and evaluation



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- Demonstrate an excellent ability to assess and evaluate, in line with the school's assessment policy and procedures, including the use of tracking software.
- Use assessment as part of their teaching to diagnose pupils' needs, set realistic and challenging targets for improvement and plan future teaching.
- Meet assessment and reporting deadlines set by the SLT.

Pupil achievement

- Pupils should demonstrate the ability to achieve excellent results and outcomes as a result of teaching.
- Pupils show consistent improvement in relation to prior and expected attainment.
- Pupils are highly motivated, enthusiastic and respond positively to challenge and high expectations.
- Pupils exhibit consistently high standards of discipline and behaviour.

Relations with parents and wider community

- Regularly communicate with parents in line with school policy.
- Demonstrate a consistent record of parental involvement and satisfaction.
- Reporting is of an informative and consistently good standard.

Managing own performance and development

- Keep up-to-date in their subject(s) and/or specialism(s).
- Improve teaching through evaluating own practice in relation to pupils' progress, school targets and inspection evidence.
- Participate in CPD opportunities and comply with the quality assurance process as devised by the school.

Strategic leadership

- Provide a role model for pupils and other staff through their personal and professional conduct.
- Be highly respected and able to motivate others.
- Support the broad aims of the school and of the Senior Leadership Team.

Administration and Organisation

To understand and implement:

- Regulations and correct procedures.
- Emergency and Evacuation procedures.
- Health and Safety policies.
- Child Protection policy.
- All curriculum policies.
- Any other organisational policies or agreed procedures.
- To conduct standardised or other tests when required and document pupil performance.
- To attend and participate in weekly staff meetings and also on other occasions when required e.g. planning meetings, support the decisions taken at those meetings, and respect the confidentiality of the matters discussed.
- To attend and participate in training days.
- To supervise playtimes, lunchtimes and when required and as stipulated in timetables.



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- To supervise after school matches or concerts when required.
- To supervise pupils in assemblies when required.
- To supervise and lead: Junior Teachers, Students and Voluntary Helpers.
- Endeavour to have and to foster good harmonious working relations with all staff, pupils and parents of The British School of Brasilia.
- To attend and participate in events such as International Day, the Christmas Fayre and Festa Junina.
- Fulfill the working hours stated in the Employee contract.
- To undertake any other reasonable requests by the Head or other line manager.