



St Nicholas School
Job Description
Teacher Yrs 7 -12

St Nicholas School: A Unique Educational Adventure.

Through an inquiry based international education in English, St Nicholas School develops responsible, confident and caring citizens of an ever-changing world. By setting high academic standards and celebrating cultural diversity, we nurture individual talents and embrace a shared passion for learning.

Responsible to:

Heads of Faculty and/or Department

Director of Studies and/or IB Diploma Coordinator

General

To maintain professional standards and be an effective role model to pupils and colleagues in attendance, punctuality, appearance, conduct, the use of language, meeting of deadlines and the general fulfilment of responsibilities at school.

All Teachers in the Secondary Section form part of the wider St Nicholas community and are expected to contribute positively to the community atmosphere and upholding school expectations at all times both inside and outside the classroom.

All teachers are expected to contribute enthusiastically and effectively to the pastoral system. This includes being part of the tutor team, participating in life skills and knowing the students' interests.

All teachers are expected to contribute enthusiastically and effectively to the ECA programme.

Professional Knowledge

1. To have secure pedagogical knowledge and understanding and be familiar with current educational practice and developments.
2. To know and understand the school's curriculum.

Planning

3. To be responsible for the planning, preparation, organisation of pupil learning based on appropriate curriculum documentation and knowledge of pupils' needs.
4. To plan well-paced lessons that take into account different learning styles and the differing levels of each child's academic, emotional and cognitive development.



5. To effectively deploy Learning Support Specialists and other professionals connected to the learning of the pupils.
6. Work collaboratively to produce medium and short-term planning which promotes understanding.
7. To contribute to individual and collaborative plans on Atlas

Classroom Practice and learning

8. To use a range and balance of teaching strategies carefully selected for effectiveness and the needs of the group.
9. To effectively use ICT and 21st century communication tools for teaching, learning and assessing.
10. To engage in daily practice consistent with the philosophy of the school emphasising an inquiry-based approach and promoting the IBO's learner profile.
11. To manage the class in a way that children are motivated and active participants in the learning process, developing autonomy and respect towards themselves and others.
12. To create an organised and stimulating learning environment where the environment is a tool for learning.
13. To set homework in accordance with school policy, considering the individual needs of the students.
14. To keep good order and maintain appropriate discipline during lessons and around the school.

Assessment

15. To use a range and balance of purposefully selected assessment strategies in line with the school's assessment policy to evaluate pupils' progress. Subsequently use this information to improve planning, learning and teaching.
16. To keep appropriate and systematic records of each pupil's development and achievement, to provide evidence of the range of their work and progress over time.
17. To identify and support more able pupils, those who are failing to achieve their potential in learning, and those who experience behavioural, emotional and social difficulties.
18. To set and mark internal examinations and support whole school assessment procedures.
19. To support the external assessment process in all ways.



Reporting

20. Through scheduled parents meetings and the school reporting system, keep parents informed of the progress and attainment of their children and advise on the particular needs of the child if necessary.

Communication

21. To liaise with the Class Tutors and the Pastoral Team, keeping them informed of individual student progress.
22. To liaise with the Head of Faculty and the Learning Support Departments where appropriate to keep them informed of student progress.
23. To attend and contribute positively to all relevant school meetings.

Professional Development

24. To participate constructively in the Performance Management system.
25. Attend Professional Development courses where appropriate.
26. To maintain professional relationships with pupils, teaching colleagues and support staff.

Other

27. To be part of a Pastoral Team and perform the duties of a Class Tutor.
28. To perform break and lunch duties and to cover for absent colleagues.
29. To carry out additional duties that might reasonably be asked.

Teachers are expected to have and show:

- A university degree in the subject to be taught, a related teaching qualification and three year's teaching experience.
- A recognition and some understanding of how Millennials learn
- A commitment to inquiry based learning and the school's vision and mission
- A commitment to international mindedness and IB teaching philosophy (www.ibo.org)
- A positive and optimistic attitude to students, learning and education.
- Additional qualities to add to the school community



Working hours for all teachers are:

07:45am to 16:15 Full time staff

07:45am to 12:15 Part time or as specified.

November 2015 – N Thody

This job description will be reviewed from time to time as might be necessary according to the changing needs of education and the school.