



"To educate global citizens in pursuit of personal excellent in an ever evolving community to become lifelong learners"

JOB DESCRIPTION

Secondary (Class) Teacher

Reports to: Key Stage Coordinator and the Principal,

General: A class teacher at BSU should be a forward-looking person committed to providing quality education and who should have the highest possible expectation for all students. He/she must assume the responsibilities for teaching classes according the National Curriculum of England and Wales and for the Key Stage in which he/she teaches in. The education and welfare of pupils should be consistent with the philosophy embodied within the School's vision, the School Improvement Plan and the appropriate departmental development plan.

Curriculum - Planning, teaching, assessment and classroom management

- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching for which the post holder is responsible
- Plan and prepare courses, schemes of work and individual lessons appropriate to the needs of the students
- Ensure all subjects to be taught are planned and provide coverage, progression and continuity
- Ensure planning documentation is available for Coordinators
- Plan work to meet the learning needs of all students using a variety of styles of teaching for learning, and embed differentiation and rigour into each lesson
- Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including ICT, the library and local context opportunities)
- Use teaching strategies to encourage and develop independent learning
- Ensure that every lesson has a clear and effective structure
- Identify learning objectives and the outcomes/criteria for success for every lesson
- Use appropriate teaching and classroom management strategies to motivate students and enable each to progress
- Track assessment for progression and continuity
- Ensure the effective use of data to facilitate quality 'target setting'
- Monitor student progress to set expectations and constructive feedback
- Mark and assess students' work and record their development, progress and attainment
- Maintain appropriate standardised records used by the school to demonstrate progress made by students
- Set and mark homework regularly according to the school homework and marking policy and offer informative feedback that will extend student learning
- Submit books, records and/or planning as required
- Ensure that the subject matter and learning resources reflect the school's policies on race, gender equality and contextual factors and that these policies are reflected in all assigned tasks and duties
- Maintain an attractive and stimulating classroom environment and contribute to displays around the whole school
- Ensure students' work is displayed and presented to the highest standard in classrooms and throughout the school. Displays should be updated regularly to support units of work
- Contribute to and participate in themed days or weeks, eg Book Week
- Promote the school's behaviour policy: reward pupils for excellence, improvement, contribution and determination; use the sanctions procedures in accordance with the rules and disciplinary system; and promote the use of the student passport
- Encourage self-discipline with regard to attendance, punctuality and uniform amongst students by monitoring them and implementing remedies using the established school practices

Resources

- Ensure effective management and maintenance of classroom resources
- Ensure that all departmental equipment and resources are safely, securely and conveniently stored
- Maintain an annual inventory of equipment and materials

Communication

- Check emails, the bulletin and cover daily and respond accordingly
- Ensure adequate communication and consultation with students and parents on a regular basis
- Complete the reporting cycle as per the calendar dates
- Inform appropriate colleagues about students who display excellent achievement/effort or encounter difficulties
- Inform appropriate staff if you are aware of any medical problems students may have
- Raise issues regarding 'health and safety' with line managers

School Policies and Professional Development

- Effectively contribute to whole-school reviews of policies and development /improvement plans
- Function at all times according to the stated policies and practices of the school
- Actively participate in all aspects of the school's performance management programme
- Attend professional development days and meetings as requested
- Monitor and evaluate the effectiveness of your own practice to ensure consistency and progression
- Keep up-to-date with current educational thinking and practice
- Complete all required administrative tasks professionally, accurately and promptly

General School Responsibilities and Environment

- Fully participate in building a whole school ethos through activities such as assemblies, supervising students during before and after school sessions, planning and running extra-curricular activities and being involved in whole school committees as requested
- Ensure classrooms and corridors are kept tidy and attractive
- Assume the responsibility of class/form teacher, along with associated administrative duties pertaining to the role
- Attend out of school functions as stated in the contract and on the calendar
- Cover for colleagues and invigilation as and when requested
- Ensure excellent punctuality and attendance
- Request approval from the Principal for any absences, ensuring adequate and appropriate activities are left for cover staff
- Set a good example at all times, adopting a professional appearance and adhering to the school's dress code policy
- Be culturally sensitive and professional both in the school and the community
- Carry out duties and additional responsibilities as and when required

Declaration

I have read the above job description and accept the responsibilities and tasks as outlined

Name:

Signature:

Date:

Principal:

Date:

Human Resources Manager:

Date:

PERSONAL SPECIFICATION

	Essential	Desirable
Qualification, Skills & Experience	<ul style="list-style-type: none"> • Appropriate degree such as a BA or BEd or a recognised equivalent • PGCE or recognised equivalent • Qualified Teacher Status 	<ul style="list-style-type: none"> • Minimum 2 years experience in delivering National Curriculum Education • Experience in working in an international setting • Experience in working at a private school • Skills in sports, music, arts or culture appropriate for Extra Curricular opportunities for students • ICT Literacy • Experience of supporting EAL learners
The successful candidate will have the following Personal Qualities:	<ul style="list-style-type: none"> • Passion for teaching and commitment to educating the whole child • High level of professionalism and care for the wellbeing of children • Respectful of all members of the school community • Outgoing and confident in their own teaching ability • An excellent communicator • Flexible and can adapt to changing situations • Open minded and interested in opportunities for new experiences 	