The British College of Brazil

PRIMARY TEACHER

(Reporting to: Principal and Primary School SMT Members)

JOB DESCRIPTION

To provide a high standard of education to the students of the school, in and out of the classroom, by applying your knowledge and skills as a teacher and by providing an example through your personal conduct.

Teaching

- Follow the academic programme as set out by the school;
- Achieve the objectives set out by the Department for Education and Skills for each relevant subject, propose and carry out remedial action where required;
- Where appropriate and in coordination with the management of the school, develop the curriculum and ensure the preparation of necessary learning materials;
- Follow established British College of Brazil criteria and guidelines for assessment of students;
- Set and correct exams as per the school calendar;
- Write reports to parents as and when required.

Extra-Curricular And Community Activities

- Help to supervise sports or any other extra-curricular activity;
- Accompany and supervise students on occasional weekend activities and school trips;
- Take part in the arrangement and supervision of school activities, both social and educational, which are run within and outside the school, within and outside School hours;
- Support the school in its attempts to foster good relationships with the host community and encourage students to act as ambassadors of their own countries.

General Duties

- Take an active part in ensuring the general welfare of the students;
- Have proper and professional relationships with the students at The British College of Brazil.
- Maintain regular direct contact with parents of all students to support their progress and welfare
- Carry out supervision duties at breaks and lunchtime.

Organisation and Reporting

- Fulfill the working hours stated in the Employee contract. Minimum working hours for full time teachers shall be from Monday to Friday from 7.20am to 4.30pm;
- Report to the Principal and Senior Leadership Team as and when required on matters academic and non-academic;
- Attend all general staff and assessment meetings, support the decisions taken at those meetings, and respect the confidentiality of the matters discussed;
- Endeavour to have and to foster good harmonious working relations with all staff, students and parents of The British College of Brazil;
- Help the Head of Schools or with administrative duties associated with the relevant department;
- Carry out any other reasonable requests, as directed by the Principal;
- Treat all matters relating to students, other staff, the school and terms of your employment confidentially.

Line Management Of Assistant Teachers

- To manage and support the effective performance of an Assistant Teacher attached to the relevant class or department
- To complete the performance management appraisal process with quality to include target setting, Mid Year and End of Year reports.

Personal Conduct

- Maintain suitable and neat standards of attire in compliance with the school's staff dress code at all times when acting as an employee of the school;
- Set a high standard of personal and moral behavior;
- Give due care and attention to all school property;
- Collaborate at all times in a professional manner with all working members of the school;
- Avoid disseminating any ideology within or outside the school;
- Remain at the school during the minimum (core) working hours except where given express permission by the Principal.

Discipline

- Comply and assist the school in 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;
- Check on students' punctuality and attendance;
- Start and finish classes punctually;
- Maintain order and discipline within and outside the classroom at the school.

Training

▶ Attend training courses during the academic year where required, including training sessions before the start of school.