* **Job Title: Secondary Teacher**
* **School: Traill International School**

## Responsible to: Principal

* **Liaises with: Head of Secondary, Head of Student Welfare, Head of Faculty.**
* **Job purpose:**

* Raise the standards of achievement reached by students in their curriculum area, helping each individual to work to their full potential.
* Assist the Head of Student Welfare and Head of Secondary in creating quality links with the parents of students in their care.
* Work as part of a team in long, medium and short-term planning for a particular Key Stage of their specific subject.
* Prepare and implement a subject-specific recording system according to school and Curriculum requirements.
* Plan and carry out a regular programme of assessment tasks and attend moderation meetings as appropriate.
* Provide assessment data and information to the Senior Teachers and Principal at appropriate points in the academic cycle.
* Work to ensure that an environment is created which will enable students to achieve the highest academic standards.
* Plan and evaluate schemes of work in all areas that they teach.
* Prepare written and oral reports on the progress of individual students for parents and the stakeholders.
* Produce appropriate weekly lesson plans that show how the schemes of work are being taught.
* Plan and prepare resources appropriate for the different needs of students who they teach.
* Report to Head of Secondary on resource needs and developments within the subject.
* Work as part of a team to promote the subject through written and oral presentations to colleagues, parents, students and the wider community as appropriate.
* Work as part of a team to prepare a term-by-term summary of subject-specific curriculum provision focusing on the knowledge, skills and understanding to be developed.
* Make a positive contribution to effective team building.
* Be involved in planning subject-specific opportunities for cross-phase liaison between Primary and Secondary staff.
* Ensure pastoral needs of students are met.
* Make a positive contribution to extra curricular activities.

These tasks will be developed into short and longer-term targets in consultation with the teacher concerned.