

**El Alsson**

**British & American International School**

**British International School**

Job Description:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**OUR VISION**

DEVELOPING SUCCESSFUL 21ST CENTURY CITIZENS

**OUR MISSION**

To achieve our goals through thinking, learning and caring

**THINKING means**

**SEEING THE BIG PICTURE**

* Thinking for ourselves
* Thinking for the future
* Creativity without borders
* Making responsible decisions

**LEARNING means**

**ALL LEARNING ALL THE TIME**

* Creating opportunities and extending our limits
* Achieving our goals
* Teachers make it happen
* Celebrating success

**CARING means**

**EVERYONE VALUED**

* Strength in belonging to our school community
* Supporting and being supported
* Being safe, secure, happy and healthy
* Respecting ourselves, others and the world around us

Written by:NJS

Date:June 2016

Date of Review: June 2017

#  EL ALSSON BRITISH & AMERICAN INTERNATIONAL SCHOOL

###   **Job Description Form**

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| **Section** | British International Primary  |
| **Job Title** | Class teacher |
| **Reports to** | Head of KS, Assistant Head of KS |
| **Liaise with** | KSCo, PSCs, YGLs |
| **Job Purpose** | To carry out classroom teaching and associated activities to a high standard, in order to contribute to the academic and pastoral development of each student in line with the school’s vision/mission & improvement plan. |
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| **Principal Accountabilities**: |
| **Curriculum:** * To plan (within a team), prepare and deliver classroom lessons according to the requirements of the school curriculum and programmes of study (NCfE), so that students are challenged, supported and given opportunity to achieve to their maximum potential.

**Learning and Teaching:*** To teach students assigned according to their educational needs.
* To monitor the progress of individual students through class work, homework and regular assessments, in line with the school's assessment, marking and reporting policy including standardized and/or statutory assessments where required.
* To produce student reports and prepare for and attend parents’ days.
* To update and use school data and pupil tracking system in line with school policy and practice.
* To carry out required administration and maintain accurate registers and class records.
* To display student work in class and around the school.

**Pupil Welfare:*** To contribute and develop pupil’s personal, social, health and physical well-being, expectations and standards as set out in the ECM document.
* To implement and follow the school’s Behaviour, Safeguarding and Health & Safety policies to ensure a common approach to student welfare
* To support the SMT in the pastoral care of students and to identify and refer any concerns to the appropriate person at an early stage.

**Staff Development:*** To keep up to date with UK education through CPD / internet, insets and other sources.
* To be fully involved in the performance management /development process.

**School Development:*** To contribute, where appropriate, to new developments in the school by putting forward ideas and suggestions to the management, or as a member of specific project teams/working parties.
* To be involved in the implementation and annual review of the SIP and other associated policies and documents
* To contribute to the appropriate resource order where appropriate
* To participate in the organisation of extra-curricular activities and school events in order to contribute to the development of the school as a community.

**Personal/Professional Review:*** To interact on a professional level with colleagues (i.e. liaison in school to maintain progression and continuity) and seek to establish and maintain productive relationship with them.
* To contribute to the day-to-day organisation of the school by following policies and procedures, carrying out allocated duties, maintaining order and discipline around the school and attending meetings as required by the SMT. (This will include meetings outside the normal school day).
* To inform their line manager of any concerns as to the implementation of the role
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