



CHILDREN'S INTERNATIONAL SCHOOL JOB DESCRIPTION: TEACHER

Main purpose of job: in the spirit of the philosophy and objectives of the school to take responsibility for the education of students in the school. The postholder is responsible through the PYP/MYP Coordinator to the Head of the school.

Specific responsibilities:

1. Teach classes as assigned and to work in consultation with the PYP/MYP Coordinator in the development and fulfilment of the curriculum goals of the school;
2. Take responsibility for the overall supervision and welfare of the a class as well as daily tuition responsibilities;
3. Undertake playground supervision and cover duties as required for the smooth running of the school;
4. Assist by covering for absent teachers when requested by the Head, Reception Manager or the PYP/ MYP Coordinator;
5. Attend curriculum, staff and parent meetings and contribute to assessments as required by the PYP/MYP Coordinator.
6. Maintain files and registers as required; in particular:
 - a class attendance register in ManageBac
 - record of textbooks and other equipment on issue to students;
 - record of marks and grades for all assignments and tests in ManageBac
 - Keep a copy of all major tests;
 - a cumulative record file for each student as required;
7. Maintain records as required by the PYP/MYP Coordinator; in particular:
 - an outline prepared at the beginning of each term of the goals for the term, areas of curriculum to be covered and a listing of books and other resources to be used;
 - a record of planners used and evaluations at the end of each term including a brief assessment of any special problems or situations that may have arisen;



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Torsnesveien 5-7
1630 Gamle Fredrikstad

- write reports and assessments as requested by the Head of School.

8. Participate in regular appraisal conducted by the Head of School.

9. Above all to promote the welfare of the students at all times in the best interests of the school;

10. Carry out any other duties as the Head of School may reasonably assign.

Terms and conditions of service: the teacher is a full member of the professional staff of the school and all contractual benefits and conditions of service apply.