

Role Title	Reports to
Teacher	Head of Faculty
<b>Purpose of the role</b>	
To deliver the school curriculum; this involves classroom teaching, extra-curricular involvement and tutorial support.	
<b>The specific duties of this position are listed below:</b>	
<ol style="list-style-type: none"> <li>1. Plan and teach lessons and sequences of lessons to the classes assigned to teach within the context of the school's plans, curriculum and schemes of work.</li> <li>2. To demonstrate good teaching practice, leading to improved learning outcomes for all students.</li> <li>3. To fulfil all professional obligations relating to the administration and delivery of the curriculum as detailed by the administration; these include:               <ul style="list-style-type: none"> <li>o meeting all deadlines</li> <li>o fulfilling timetable commitments</li> <li>o fulfilling supervisory duties as outlined at the beginning of each academic year</li> <li>o maintenance of assessment records</li> <li>o writing of reports</li> <li>o participate in arrangements for preparing students for external examinations</li> <li>o maintaining good order and discipline among students in accordance with the school's procedures, to encourage excellent learning habits with regard to punctuality, behaviour, standards of work/homework</li> </ul> </li> <li>4. To be familiar with, and to implement, all school policies relevant to the delivery of the school curriculum and to the administrative operations of the school.</li> <li>5. To attend professional and operational meetings as determined by the school administration (faculty, parent evenings, accreditation processes – CIS, NEASC etc).</li> <li>6. To bring all matters of concern to the attention of the appropriate administrator.</li> <li>7. To remain abreast of developments in education generally, but specifically within areas of pedagogical responsibility (IBDP &amp; IGCSE included).</li> <li>8. To undertake professional development in IT skills to the minimum level required by the school.</li> <li>9. To be actively involved in the school's extra-curricular and community service programmes.</li> <li>10. To attend major functions/events at the request of the Principal.</li> <li>11. To undertake a formal performance management evaluation every contract, and to review this evaluation with the Principal or Deputy Principal.</li> <li>12. To assist in the maintenance of resources and work with others on curriculum development.</li> <li>13. To contribute, through faculty meetings, to the review and development of school policies, practices and procedures and to implement them as required.</li> </ol>	
October 2017	