ST JOSEPH'S INSTITUTION INTERNATIONAL

Classroom Teacher's Job Description

Post: **Teacher of English**

Reporting to: Head of English

Primary Responsibility:

To provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at SJI International.

Specific Responsibilities:

Teaching and learning

- Identify and adopt the most effective *active, creative* teaching approaches for SJII students in line with current best practice and the ethos of our school **[See T&L Policy]**
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework and formal examination; standardisation and moderation of the examinations process
- Create a stimulating learning environment, including displays of student work
- Teach *across the age and ability ranges* from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10), to the IB Diploma Programme (Grades 11 & 12) **[IB/A-Level experience is an advantage]**
- Identify and take advantage of opportunities to use resources offered within and beyond Singapore to take learning outside the classroom
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ESL in line with school and faculty policy
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Take part in the process and marking of the Extended Essay component of the IB Diploma

Recording and assessment

- Set clear targets for raising achievement
- Collect and record assessment data (enter on SIMS where required)
- Comply with established systems for identifying, assessing and reviewing student progress
- Develop an understanding of different learning needs and the importance of raising achievement among students
- Attend parent conferences and keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication via email and the student diary/planner

Standards and quality assurance

- Support and adhere to the SJI International's Code of Conduct, at all times Support the aims and ethos of SJII as a Catholic, Lasallian school
- Support the school's established SMILES values
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend team and staff meetings

Other duties and responsibilities

This is essentially a generic Job Specification for Subject Teachers; **all teachers at SJI International are also expected to contribute significantly to the service, sport and activity programmes, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community**. Most teachers are also expected to take on the pastoral role of **Form Tutor**; a separate job description for Tutors may be found in the Staff Manual.