



## THE INTERNATIONAL SCHOOL (B) BHD

### JOB DESCRIPTION

**Position Title** : KB - Primary Class Teacher

**Line Manager** : KB Primary Head

**Post Holder** : .....

**Salary Scale** : Main Scale

#### Additional Information:

- The teaching week covers five days, Monday to Friday. Core hours are 7.10am to 1.45pm Monday to Thursday and 7.10am to 12.00pm on Friday.
- Class teachers are required to teach all sessions apart from those taken by specialist coaches.
- Class teachers are expected to support special events within the life of the school e.g. concerts, sports days etc.
- Class teachers are required to attend all assemblies.

#### Key Responsibilities:

##### Curriculum

- To deliver good/outstanding practice on a consistent basis as detailed in the Teaching and Learning Policy;
- To create a welcoming, attractive and well-organised environment that is conducive to learning;
- In conjunction with all staff within their year group, to help in the planning of programmes of work that ensure all children have similar and relevant/appropriate learning opportunities across specific Areas of Learning and which incorporates necessary skills progression and is presented to all stakeholders through the VLE;
- To help ensure that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system and accessed through the VLE;
- To contribute to, in conjunction with the Head of Year/ Curriculum Leaders, the updating of planning and progression of skills within each Area of Learning;
- To assist the Primary Leadership Team/ Year Group and Librarian in maintaining adequate and up to date teacher and student multi-media resources pertinent to the Areas of Learning taught;
- To formulate and implement, in conjunction with other colleagues, Whole School and Primary policies.

##### Pastoral

- To be responsible for the pastoral care of the children not only within your class but the year group and the wider school community;
- To have a duty of care to ensure all students are safe and secure at all times not only within your class but the year group and the wider school community;
- To meet with colleagues to consider student well-being/pastoral priorities;
- To aid in setting up intervention and recording the response to intervention for Phase 1 on the SEN register;
- To record behavioural incidents on SIMs for monitoring/record-keeping and evaluation purposes.

### **Administration**

- In conjunction with year group teachers and LSA's, to attend a weekly planning and monitoring meeting;
- To attend school meetings as and when required;
- To carry out given duties relating to student supervision;
- To carry out cover for colleagues if and when required.

### **Assessment, Recording and Reporting**

- To be available to advise and inform parents of student progress through written reports, parent consultation evenings and more informal meetings;
- To apply the assessment, recording and reporting policies and practices within the school;
- To interpret assessment data and ensure these are used to regularly evaluate the effectiveness of the taught curriculum and student learning;
- To identify and communicate to students and parents specific criteria used for assessing students' learning and progress.

### **Finance and Resources**

- To assist the Head of Year/ Curriculum Leaders in the drawing up of orders for materials and equipment relevant to the Areas of Learning taught;
- To ensure that resources and equipment are used and stored responsibly.

### **Teacher Support**

- To participate in the school's professional appraisal scheme;
- To abide by the school's confidentiality agreement.

### **Student & Community Events**

- To make a commitment to the school's extracurricular programme as described in school policy;
- To work with colleagues in presenting high quality events and performances that are promoted via the VLE.

**General**

- To contribute to the ongoing CIS self-review and accreditation process;
- To undertake such duties as are reasonably determined by the Executive Principal.

**This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.**

**Signed .....**

**Date .....**