



## The Garden International School

### Job Description

**Job Title :** Homeroom Teacher

**Reporting To :** Principal/Deputy Principal

In accordance with the conditions stipulated within the contract of employment, this job description offers further guidance and definition to all staff members currently employed at The Garden International School. This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

### Job Purpose

To be an effective classroom teacher, providing a high-quality educational experience for students, ensuring that progress and attainment are of the highest possible standard for each student. To take responsibility for own professional development.

### Job Responsibilities

The homeroom teacher will:

#### 1. Teaching and Learning

- Plan and prepare lessons that support a transdisciplinary approach to teaching and learning with regard to the school's mission and vision, policies, and schemes of work for all children within their class.
- Provide clear structures for lessons and for sequences of lessons which identify opportunities for inquiry learning, challenge pupils, maintain pace and motivation and identify the key areas for progress and attainment.
- Set appropriate expectations, which include clear targets and learning objectives that build on prior learning and promote progression and continuity in learning.
- Ensure classroom personnel, including co-teachers and teaching assistants are deployed effectively to support individuals or groups of children.
- Use a variety of teaching methodologies and strategies to ensure all pupils are engaged, including, but not limited to:
  - the use of effective open and closed questions, listening carefully to pupils and addressing misconceptions and errors.
  - using group discussion to support language development and peer learning.

- selecting appropriate learning resources to support learning.
  - using and displaying appropriate vocabulary.
  - matching the methodologies and strategies to the content, information and key ideas.
  - using of a variety of grouping structures within the classroom.
  - modelling concepts and skills clearly and providing children with the opportunity to practise them.
  - providing opportunities for children to collaborate, think and talk about their learning, develop self-control, independence, concentration and perseverance in line with the IB Learner Profile.
- Identify students with special educational needs, including gifted and talented children and differentiate work appropriately to support their needs.
  - Use technology where appropriate to support learning in the curriculum, including the use of computers, tablets and mobile devices.
  - Evaluate own teaching critically to improve effectiveness and be able to identify strengths and weaknesses in lessons taught.

## **2. Monitoring and Assessment**

- Provide students with regular constructive feedback, both orally and through accurate marking.
- Encourage students to respond to feedback and involve them in the process of setting targets for future progress, ensuring they understand them.
- Assess and record students' work and attainment systematically and keep records to track their progress in line with school requirements and policies.
- Use formative and summative assessment records to identify individual and group needs and inform planning for future lessons.
- Prepare and present informative reports to parents which are accurate and completed in line with the school's agreed format and procedures.
- Review and reflect on children's work regularly to ensure continuity and improvements in the standard and quality of the work carried out.
- Establish relationships with parents to involve them in their child's learning and provide them with information regularly about their child's attainment, progress and targets through meetings and written communications in line with school policy.
- Undertake any school testing procedures during the academic year including standardised assessments and formal assessments where appropriate.
- Complete school records required for profiling and tracking children's progress, ensuring these are regularly updated.

## **3. Pastoral Care**

- Maintain discipline and manage students' emotional, social and behavioural needs in accordance with the school's policies and procedures.

- Encourage good practice with regard to punctuality and behaviour, as well as standards of work and homework.
- Actively promote the wellbeing of all students and be aware of and uphold all safeguarding and Child Protection policies and procedures.
- Maintain a positive attitude to all students and apply the school behaviour policy.
- Submit written records of incidents and meetings with students and parents.
- Carry out supervisory duties in the school as required and timetabled by the Principal and Deputy Principal and be proactive in monitoring all the students' wellbeing.

#### **4. Resources and Environment:**

- Organise and maintain an exciting and stimulating learning environment appropriate for the range of activities taking place.
- Teach pupils how to take responsibility for resources and care for the environment.
- Maintain an inventory of resources available in each classroom and at the start of the academic year and as requested, submit the resource list to the Head of Overseas Teachers.
- Ensure that resources are well organised and readily available to promote learning.
- Regularly review classroom organisation in light of school policies.
- Devise attractive and interesting displays in the classroom, shared areas and corridors, changing these at regular intervals. Displays should support learning objectives and be informative, interactive, celebratory and stimulating.
- Be aware of and respond appropriately to any health and safety issues raised by materials, practice or environments related to the subjects.

#### **5. Professional Development and Quality Assurance**

- Keep abreast of current educational changes and developments through reading, peer discussion and observations and in-service training, and adapt when necessary.
- Take responsibility for own professional development and performance management targets and consult with the Principal and Deputy Principal about developmental needs.
- Participate fully in the Performance Appraisal system, including a willingness to be personally observed within the classroom.
- Attend and participate fully in training meetings and in-service training provided by the school.
- Attend staff meetings and briefings as and when required.
- Be willing to try new ideas over a period of time, accept others' good ideas and share opinions.
- Submit books, records or planning as required for monitoring purposes by colleagues or line managers.

## 6. Other General Duties & Responsibilities

- Support the aims and ethos of The Garden International School.
- Be positive and build good relationships with colleagues.
- Work as a member of a team to plan co-operatively, sharing information, ideas and expertise and valuing the opinions of others.
- Keep the Principal and Deputy Principal fully informed of any significant developments concerning any students in their class.
- Follow The Garden International School's policies and procedures.
- Be a role model in all your actions and behaviour, setting a good example in terms of dress, punctuality and attendance and through professional conduct.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the Principal or Deputy Principal.
- Protect the privacy of all pupils, pupils' families and colleagues.
- Promote an ethos of equal opportunities for all pupils within the school.
- Attend and participate in the annual calendar of events, such as Sports Days, Family Days, Parent/Teacher Conferences and Open Days, as requested by the Principal or Deputy Principal.

### Note

*This job description in no way states or implies that these are the only duties to be performed by this employee. It is not designed to be interpreted as a comprehensive inventory of all duties and responsibilities. An employee will be required to follow any other instructions and to perform any other related duties as assigned by his / her Line Manager or appropriate administrator.*

### Acknowledgment:

I acknowledge that I have read this job description and understand what is expected of me in this position.

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Employee Name & Signature

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Date